

## Heritage Facilities (Sites) Manager

Location: Trinity Centre & Jacobs Wells Baths, Bristol

Salary: £34,000 £40,000 per annum (negotiable, depending on experience), plus market supplement of up to £4,000 (depending on qualifications)

Hours: FT (37.5 hours per week), or PT negotiable (see below)

Contract Type: This role can be considered on a PAYE basis or as a freelance position, depending on the candidate's preference and circumstances. We are open to discussing the most suitable arrangement during the application process.

## Introduction

Trinity Community Arts oversees two key heritage sites in Bristol: The Trinity Centre, a Grade II\* listed building, and Jacobs Wells Baths, a historic building undergoing significant restoration. Both serve as cultural and community hubs, hosting a wide range of events and activities. We are seeking an experienced Heritage Facilities Manager to oversee the maintenance, operations, and restoration work across both sites. This is an exciting opportunity for a heritage professional with strong leadership skills and technical expertise.

## Role

The Heritage Facilities Manager will play a leading role in managing the physical upkeep, repairs, and compliance of both heritage buildings. They will work closely with contractors, staff, and professionals to ensure that all operational and maintenance work is carried out to the highest standards, with particular sensitivity to the unique needs of historic structures. The role will support the appointed professional and design team as they deliver the funded capital works programme at Jacobs Wells Baths as we work to bring this building back into use for community arts purposes.

## Responsibilities

- **Asset Management:** Maintain a comprehensive and up-to-date asset register for all internal and external building assets, ensuring items are catalogued, with records of the last maintenance, and future maintenance schedules to ensure effective planning, reporting and upkeep
- **Facilities Management:** Oversee cyclic and arising repairs and maintenance of the Trinity Centre and Jacobs Wells Baths, ensuring both sites are safe, functional and compliant with relevant regulations, (for Jacobs Wells Baths: subject to its current context e.g. condition/usage)
- **Health & Safety and Compliance:** Keeping on top of regular risk assessment reviews, audits and inspections in relation to buildings insurance and compliance e.g. Fire Safety annual audit. Using Trinity systems (I Am Compliant) ensure up to date record keeping and risk assessments across operations and assisting the team and contractors to ensure activities comply with health and safety standards.
- **Budget Management:** Manage the general repairs and maintenance budget across both sites, including planning for future maintenance needs and large-scale repairs as appropriate, costing relevant works to provide to the fundraising team as appropriate.
- **Heritage Conservation & Capital Works Support:** Oversee and develop planned renovations and improvements at the Trinity Centre, consulting with heritage conservation experts to ensure all any planned works are appropriate to the heritage site context. Collaborate with the appointed professional and design team to support the funded capital works programme at Jacobs Wells Baths.
- **Sustainability:** Oversee integration of sustainable practices and green technology across both buildings, where feasible and practical in line with Green Audit recommendations.
- **Staff Supervision:** Supervise the Heritage Maintenance Assistant, providing support, training, and oversight as required.
- **Liaison & Communication:** Act as the primary point of contact for external contractors, service providers, and regulatory bodies as required for inspections, cyclic and scheduled works.
- when permitting contractor access to the site, ensure appropriate health and safety practices are

in place.

- *Contractor Supervision & Liaison:* Supervise contractors working on-site where needed, collaborating with any appointed professional team overseeing the capital works programmes as required to ensure works are completed on time within budget and in accordance with defined brief. Note on Jacobs Wells Baths: while the main capital works are managed by the professional team there will be a requirement to oversee contractors for complementary works such as services and utilities, ensuring they align with the overall project goals and site requirements.
- *Systems and Contracts:* Assist the Finance and Venue Team to oversee contracts for relevant services incl phones, ICT systems and hardware, ensure that all technology infrastructure, including networks, security systems, and equipment, is kept up-to-date and fully operational to support the smooth running of both sites.
- *Team & Training:* attending relevant team meetings, adhering to and upholding Trinity's policies and values and taking part in required training and professional development.

### **Additional requirements**

The role may require flexibility, due to the dynamic nature of the work, tasks and responsibilities, that may at times be unpredictable and varied, and you may be asked to undertake other duties as may be reasonably expected to fall within the remit of this role. If such duties become a regular part of the job, they will be formally incorporated into the role in consultation with your Line Manager.

### **Skills & Experience**

- Experience in facilities management, particularly in heritage buildings
- Project management skills, with the ability to manage multiple sites
- Supervision of staff, tradespeople, and sub-contractors
- Experience in programming and overseeing construction works and events
- Expertise in heritage conservation and best practices in maintaining historic structures
- Transferable facilities management experience in community, school, or public buildings
- Strong commitment to health and safety, with relevant training and knowledge of best practices
- Experience in producing, implementing, reviewing, and revising Risk Assessments and Method Statements (RAMS)
- Familiarity with modern building management systems, compliance tools (e.g., I Am Compliant), and green technologies
- Knowledge of Asset Management or willingness to learn
- Experience in stakeholder engagement and communication
- Budget management experience in facilities and/or restoration contexts
- Good ICT skills, including proficiency in Word, Excel, etc

### **Qualifications**

Candidates with relevant trade qualifications will be offered a market supplement of £2,000-£4,000 at the point of job offer dependant on levels/accreditations held. This will be payable after successful completion of the probation period. The supplement is contingent upon a minimum service commitment of 2-4 years (to be negotiated at contract), with repayment required if the employee leaves before fulfilling the agreed commitment. The supplement for successful candidates who hold be considered for one or more of the following:

- Professional Accreditation with the Chartered Institute of Building (CIOB) or other relevant Construction Institution
- NEBOSH Managing Safety
- Level 3 Diploma in Construction in the Built Environment, Building Services or Level 3 NVQ Diploma in Surveying, Property and Maintenance
- Qualified Tradesperson

- Engineering and Construction Contracts (NEC4 or JCT Contracts)
- IOSH Managing Safety (or willingness to retake if expired)
- Approved Code of Practices (ACOP)

This list of requirements is intended to serve as a guide for prospective applicants, outlining the key skills relevant to the role. We are committed to finding the right person who demonstrates the appropriate attitude, adaptability and enthusiasm for working in a heritage and community-focused environment. Transferable skills and experience will be considered, as we believe that the right candidate can grow into the role with the right support and mindset, as demonstrated by the following knowledge, aptitudes and attitudes:

### Knowledge

- Knowledge and experience of the Health and Safety at Work Act 1974 (HASWA)
- Knowledge and experience with Construction and Design Management Regulations 2015 (CDM)
- Understanding of safeguarding practices
- Knowledge of equalities, protected characteristics, and diversity and inclusion principles

### Aptitudes

- **Practical, pragmatic, and solutions-orientated:** The ideal candidate will have a hands-on, practical approach, with the ability to think pragmatically and offer effective solutions to challenges that may arise on-site.
- **Ability to work collaboratively and creatively:** We are looking for someone who can take ownership of their responsibilities and confidently make decisions within their remit, while also being a strong team player. The ideal candidate will be comfortable working independently and contributing to shared priorities and goals through effective collaboration with colleagues and third parties.
- **Commitment to learning:** A dedication to personal and professional growth, with a willingness to embrace new skills, training and opportunities for development within the role.

### Attitude

- Ability to work calmly and collectively under pressure
- A commitment to the values and objectives of Trinity Community Arts, which include:
  - Empowering our communities through kindness, care, inclusion and an enabling approach
  - Responding to stakeholders needs and feedback with a *do, review, improve* mindset
  - Amplifying the voices of our communities, preserving and celebrating our shared heritage and culture

### Benefits

- Competitive salary and benefits, incl salary supplement for qualified candidate
- Opportunity to lead on significant heritage restoration projects
- Professional development in heritage and facilities management
- Varied and dynamic work environment.

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### How to Apply

Trinity is an Equal Opportunities employer and actively encourages applications from all backgrounds and communities. We recommend reading the job description and person specification thoroughly, describing exactly how you meet the requirements as this is the basis on which candidates will be

shortlisted for interview.

We will make reasonable adjustments to the recruitment process if you have specific access requirements, or if you need something different or additional as part of this recruitment process. Please get in touch on [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk) / 0117 935 1200. Please do let us know if this applies to you, or if you need this document in a different format.

To apply please click here to complete an [application form](#) and email to: [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk) with the Job Title in the subject. Please also fill in an anonymous online [equal opportunities](#).

### **Recruitment day**

**Wednesday 9<sup>th</sup> October, 9am-12:30pm – Click here to register your interest.** All eligible candidates attending this session will be guaranteed an interview.

**Deadline: Monday 21<sup>st</sup> October, 9:30am**

**Interviews: week commencing 28<sup>th</sup> October**

## About us

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### Trinity Centre

A vibrant and much-loved community arts venue located in the heart of Old Market, used by over 64,000 people annually. A Grade II\* Listed former church, the centre plays a key role in the city's cultural scene, hosting a diverse range of events, from live music and performances to workshops and community activities. With a focus on inclusivity and creativity, Trinity supports local artists, community groups, and social change initiatives. The building's unique architecture and rich heritage are complemented by its modern, multi-purpose facilities, making it a dynamic space for cultural expression and community engagement.

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### Jacobs Wells Baths

An iconic Grade II Listed building in Hotwells, originally opened in the 1880s as a public swimming bath and used as Bristol's only dedicated dance centre for over thirty years until its closure in 2018. The Building is currently closed to the public and is undergoing significant restoration to preserve its historic character while creating a space for future community and cultural use. This ambitious capital works programme aims to restore the Baths' original features while incorporating modern infrastructure to meet contemporary needs. Once restored, Jacobs Wells Baths will reopen as a vibrant hub for local residents, artists, and cultural activities, maintaining its important place in Bristol's architectural and social history.

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### Trinity Community Arts Ltd

A Bristol-based charity that works to empower and connect communities through arts and culture. Operating from the historic Trinity Centre, the organisation is dedicated to providing accessible spaces for creative expression, learning and social inclusion. Trinity supports a diverse range of activities, from live music and performances to workshops, community projects, educational and outreach programmes, with a focus on engaging groups underrepresented in traditional arts and cultural settings. With a commitment to social justice, Trinity works to amplify the voices of marginalised communities and foster a sense of belonging, using arts and culture as a tool for positive social change, enabling people to take action about the things that matter to them.



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## Trinity Recruitment Policy

### Equal Opportunities

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class. A commitment to equality of opportunity is a necessary qualification for any job within the organisation.

### Flexible working

This post is being advertised as a full-time role, 37.5 hours, 9am-5pm Monday to Friday. However, Trinity has a strong track record of flexible working and are happy to discuss a range of flexible working options for this role in line with our Flexible Work Policy.

This includes remote working, varying days/times, part-time hours and/or job-share for the right candidate/s.

### **Safeguarding**

A relevant check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.

### **Ex-Offenders**

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

### **Application Assessment**

As an equal opportunities employer, we ask applicants to use a standard application form, instead of a CV, so that we are able to remove all personal details from the assessment process and only assess on the details contained in the body of the application.

Short-listing decisions are based solely on the information provided within the Application Form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account.

### **Feedback**

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely. We are committed to providing detailed feedback to candidates unsuccessful at the interview stage. Please contact [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk) / 0117 935 1200 for further information about this post or our Recruitment Policy.