

A photograph of a construction site. A bright, warm light source, possibly a work lamp, is positioned on the right side, casting a strong glow on a rough, grey concrete floor. Several thick yellow cables are visible, some running across the floor and others bundled together. The background is a plain, light-colored wall. The overall scene suggests a workspace in progress.

**BUILDINGS AND  
COMMUNITY  
COORDINATOR**

**JOB PACK**

**EAST ST ARTS**

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## Cover letter

Hello,

We are so pleased that you are interested in this post. If you don't already know us - East Street Arts are a creative social enterprise and charity. We create space for making art, social events and learning opportunities to make our cities better places to live and work.

Our work can be seen on buildings, the high street and in neighbourhoods. We are here to support artists as we believe they have the talent, energy, ideas and determination to change our worlds.

Founded by two artists 28 years ago, we continue to be led by Karen Watson and Jon Wakeman as Artistic Directors. The team is made up of 15 staff members and freelancers working across a diverse range of programmes and projects.

This is an opportunity for someone who wants to play a significant part in the progress of a thriving, dynamic and creative company based in Leeds and working nationally and internationally.

Our new Buildings and Community Coordinator will have broad experience working in a fast-paced environment where two days are never the same. With a mature can-do approach, you will be responsible for supporting the community, ensuring the facilities are maintained to an excellent standard and delivering the on-going development of our spaces.

We encourage applications from those with less visibility in the arts. And specifically welcome applications from LGBTQIA+, Disabled and Black, Asian and Minority Ethnic candidates. Self-definition is at the sole discretion of the applicant.

We are happy to make reasonable adjustments to our recruitment process, interviews and of course the way we work and our workplace to adapt to the needs of any employee experiencing access barriers. If you're interested in this role, but aren't sure if it is for you, you are welcome to contact us for an informal conversation. We can tell you a

bit about what it is like to work here, and you can ask any questions you need to before committing to applying. We are trying to make our application process as open and accessible as possible, so if you have any feedback we would love to hear it.

Otherwise, read on and apply! We can't wait to hear from you.

Karen and Jon

Our new Buildings and Community Coordinator will have broad experience working in a fast-paced environment where two days are never the same.

## Role overview

Our buildings, workspace and hire programmes are concentrated locally in Leeds but spread nationally. We support artists, visitors and communities to access our spaces in over 100 buildings. You will support the team by working to ensure our operational management and Health and Safety processes run smoothly as well as developing our hire and bookings offer within these sites. You will build relationships with the people who occupy and service our spaces, coordinating workflows and developing opportunities to grow our hire and hospitality offer.

If you're interested, read on and apply! We can't wait to hear from you.

### On the whole

You will interact with a range of users of our spaces both in Leeds and throughout the UK. You will support studio holders, artists, staff, production teams, suppliers, contractors and people booking our spaces for hire and private events. You will actively seek to streamline and

standardise processes that support Health and Safety, day to day operations and building management.

You will respond to enquiries from those wishing to hire our spaces, manage our booking systems and support staff and studio holders in using our buildings safely and efficiently as well as leading on the development of our hire offer to the public, new audiences and meeting income generation targets through hire and events.

You will support our green and environmental aims, ensuring that we improve and record our work towards becoming a greener and more sustainable organisation.

Your role will involve travel to our buildings and workspaces across the UK to support the Space for Artists team in making sure our premises meet Health and Safety requirements and developing new systems to support this.



# Key Responsibilities

The Buildings and Community Coordinator will work closely with and be supported by the Space and Place and Hospitality Leads.

## Specific Duties

- You will oversee the maintenance of our buildings including implementing and improving systems for maintenance, servicing and repair
- You will develop and grow our public hire offer including developing systems for management, the services we provide and increasing income generation
- You will support the development, implementation and monitoring of our environmental sustainability plan
- You will lead on Health and Safety, Compliance and Risk Management, ensuring that East Street Arts is compliant with all regulations and controls across our sites
- You will support and inform Studio Holders on their responsibilities to keep their studios in line with health & safety and compliance, as well as to help them with reasonable tasks as and when

## Detailed Responsibilities

- Buildings, Health and Safety and Maintenance:
- Oversee the efficient maintenance and servicing of our buildings
- Manage long-term maintenance schedule to ensure the premises and its facilities remain compliant
- Establish safe working practices and provide training where required to staff, studio holders and visitors
- Coordinate all internal and external servicing, testing and maintenance schedules, ensuring all records, compliances and related inspections are met on time. This includes (but is not limited to) Health & Safety, Fire, Water, Access, Asbestos, Security Electrical & COSHH etc.
- Work with the Space for Artists team and Technicians to carry out minor repairs to

facilities and equipment

- Coordinate all cleaning schedules, obligations and staff, including waste management, hazardous substances, recycling and environmental controls.
- Coordinate external contractors to carry out repairs
- Schedule the renewal of all external maintenance and servicing contracts
- Contribute to, manage and maintain an Emergency Plan for the organisation, including evacuation procedures
- Form part of our on-call team, as an out of hours contact and key holder for staff and studio holders
- Coordinate and maintain our COVID19 safety measures across our sites; supporting staff and studio holders with processes and procedures

## Venue and Programme Support

- Work with the Programme Team to plan and manage risk assessments and ensure Health and Safety compliance
- Support colleagues with the completion of risk assessments for events and activities
- Test and ensure that all accessibility equipment and plans are fit for purpose
- Regularly review and coordinate the events/ activities calendar to ensure no conflict with other activities

## Studio Support

- Travel to our studio buildings to conduct fire and general risk assessments
- Assist studio holders with activity risk assessments
- Coordinate Health and Safety measures for our buildings such as the supply of fire extinguishers
- Oversee PAT testing and other Health and Safety compliance in studios
- Work with the Space for Artists Team to train studio holders on their responsibilities for keeping studios safe, especially around the storage, use and disposal of hazardous or toxic materials

## Key Responsibilities

- Help with reasonable requests from studio holders such as help with putting up shelves, moving heavy items etc.
- Work with staff members to ensure access, inclusion and code of conduct policies and plans are adhered to

### Environmental Sustainability

- Assist in implementing and monitoring our environmental sustainability plan
- Work with other staff members, studio holders and tutors to develop and implement more eco-friendly materials and ways of working
- Support reporting on the organisation's overall sustainability actions including the development of a green suppliers directory

### Hire Offer

- Develop systems to support the management of our hire offer such as calendars, booking agreements and induction plans
- Keep up to date records for hire bookings
- Work with the wider organisation to plan the shared use of our hire spaces
- Carrying out viewings and create contracts for space users
- Preparing rooms for events, workshops and bookings
- Manage the equipment and service supplies for bookings
- Increase income generated through hire bookings





# Person Specification

## Essential Criteria

### Experience:

- At least 2 years' experience of managing mixed use buildings
- Experience of working with and developing room hire and hospitality services
- Working knowledge and experience of Health and Safety Management (ideally including COSHH), risk assessments and developing written policies and procedures
- Experience of maintaining files and records and applying procedures and systems
- Experience of customer service, client management, contractor management and dealing effectively with a wide range of people

### Skills:

- Ability to work independently and recognise potential for improvement in work processes
- Ability to multitask, prioritise workloads and deal with conflicting deadlines
- Confident and professional written and verbal communication skills
- Ability to work independently and as part of a team
- Ability to think creatively and problem solve
- Good administrative, organisation and time management skills
- Fast learner with the ability to learn new skills and IT systems quickly

### Desirable:

- Experience of delivering environmental and sustainability measures
- Fire Marshal Training or Fire safety Training
- Experience of working with artists and/or creative groups
- Understanding or experience of operational practices in nonprofit art organisations
- Experience of working with charities
- Experience working with artists studios, creative workspace or events

## Terms of the brief

**Salary:** £25,000

**Reports to:** Space and Place Lead / Hospitality Lead

**The role is offered as a 12 month fixed-term contract.**

Flexibility can be offered where needed, including split working from home and on site. This will be assessed on a case-by-case basis and reasonable adjustments will be made.

Our office is open Monday to Friday, 9am - 5pm although activities will necessitate some evening / weekend commitments and travel.

East Street Arts base is at: Patrick Studios, St Mary's Lane, Leeds, LS9 7EH.

Full time annual leave is 25 days in addition to 8 bank holidays, which is pro-rata'd at 148.5 hours a year including bank holidays.

**Probation period:** 6 months

**Notice period:** 2 months

# How to apply

Deadline:

5pm Friday 21st January 2022

## Pre application

If you are interested and would value an informal conversation about how it may suit you at this stage in your career, we would love to hear from you. Please contact Liz Ainge (Space and Place Lead) on [liz.aing@esamail.org.uk](mailto:liz.aing@esamail.org.uk)

## Submitting an application

Please complete the attached application form and submit to: [rosena.stevens@esamail.org.uk](mailto:rosena.stevens@esamail.org.uk)

Before starting your application, please do take a read through and contact us if anything is unclear or if you need support in making your application.

If you would prefer to make an application by video or voice recording, it should be no longer than 5 minutes and provided as a google link.

In the video, please tell us:

- Your name, postal address, phone number and email address
- Why are you interested in this role and contributing to the work of East Street Arts?
- What skills, knowledge and experiences do you have that are relevant to the role?
- Your top three professional achievements and why you're proud of them?

We do offer all of our team members training, mentoring, networking and other support – so if there are areas of the job you're not completely confident with, let us know and we can work out ways of supporting you better.

## Recruitment and selection process

Interviews will take place w/c 31st January 2022

If this date is a problem for you, please let us know in your application. If invited to interview, we will ask you if you need any reasonable adjustments. This includes reimbursing reasonable expenses incurred within the UK.

Interview questions and process will be distributed in advance, in order to give you time to prepare.



# EAST ST ARTS

making space for artists

registered charity 1077401

[eaststreetarts.org.uk](http://eaststreetarts.org.uk)

[@eaststreetarts](https://twitter.com/eaststreetarts)



Supported using public funding by  
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