



RECRUITMENT PACK Facilities Coordinator

Thank you for considering this role. This pack contains further information about the post including a job description and person specification, as well as an application form and equal opportunity form to fill out and return.

To apply for this post, please send a completed application form to info@devonshirecollective.co.uk or by post to DC1 Cafe & Gallery, 67-69 Seaside Road, Eastbourne BN21 3PL.

Deadline: Wednesday 10 January 2018 by 5pm.
Interviews: week commencing 15 January 2018

If you have any questions about the post or would like to have an informal chat, please contact Amy Zamarripa Solis, Programme Development Manager, on programmer@devonshirecollective.co.uk or 07759 013854.

ABOUT DEVONSHIRE COLLECTIVE

Devonshire Collective CIC is a new creative and cultural hub in Devonshire Ward, Eastbourne with artist studios, makerspaces, workshops, gallery and café for the benefit of artists, community members and the wider public. We were established in October 2016.

Our venues include DC1 Cafe & Gallery (67-69 Seaside Rd), DC2 Artist Studios & Makerspaces (137-139 Seaside Rd) and DC3 Workshop Space (1-5 Seaside), plus two associate venues, Royal Hippodrome & Leaf Hall Community Arts Centre.

We support a thriving artist membership scheme, deliver a high quality arts programme and develop emerging, mid-career and established artists across the visual and performance spectrum. Through our work as an independent social enterprise, we provide opportunities for community engagement, nurturing social cohesion and supporting cultural and economic regeneration.

The Devonshire Collective's guiding principles are to:

- Become an artistic resource
- Support and develop emerging, mid-career and established artists across the visual and performance spectrum
- Promote socially engaged creative practice

- Create opportunities for community engagement
- Offer training and professional development
- Encourage, promote and practice wider social benefits

Devonshire Collective is a registered Community Interest Company (10423887).

devonshirecollective.org.uk



JOB DESCRIPTION

ROLE/TITLE: Facilities Coordinator

REPORTS TO: Programme Development Manager

SALARY: £18,000 per annum (pro rata equivalent to £14,595 p.a.)

HOURS: 30 hours per week

LOCATION: Across Devonshire Collective venues on Seaside Road and Seaside, Eastbourne

JOB PURPOSE:

This is a new-role created within the organisation as part of our first year of development and operation. The role aims to bring together the various elements of the day-to-day running of Devonshire Collective's three venues, with an exciting opportunity for this role to support: an exciting year-round arts programme; a growing pool of members and volunteers; increasing and developing new income streams/ commercial uses for its spaces; and carrying out or overseeing repairs and technical work as required.

The role encompasses the day-to-day running, operation and general administration of our three venues including:

- DC1 – a gallery/community café space, working with the arts programmer, the public, DC members, hirers and volunteers

- DC2 – artist workspace studios, working with tenants, user groups and members
- DC3 – artist workshop and studio space, working with the arts programmer, DC members and key user groups

The role will be the first point of contact for all areas that relate to the facility during office hours and also be the out of office hours contact in emergencies.

The role will also work in collaboration with our two associate venues Leaf Hall and Hippodrome Theatre.

KEY TASKS:

1. Develop and run DC1 community café as a comfortable, welcoming and inclusive meeting place for residents, members and visitors to enjoy good quality, healthy and affordable refreshments. This will include developing a strong pool of dedicated and well-trained volunteers, engaging with local food and produce providers and develop a buying strategy.
2. Oversee day-to-day running and hire of venues across our sites for range of uses (artist studios, visual arts exhibitions, workshops and events). This will include overseeing venue maintenance, including repairs, exhibition installations and de-installations, and builds and input into income generation plans for the venues.
3. Recruit and supervise volunteers. This will include training on use of all equipment, hygiene procedures, required health and safety standards, customer care, and till operation, giving help and guidance where appropriate.
4. Responsible for administration including building policies, invoices, licences and hire agreements, and other facility-related paperwork
5. Work with the DC Board and Programme Development Manager to suggest, recommend and implement new income generation opportunities within each DC facility
6. Support community events and DC venue based activities as appropriate including responding to and supplying food for catering requests, facilitating events and general support.
7. Working with the Bookkeeper and Programme Development Manager, ensure that all invoices are issued and paid promptly and that all returns are undertaken.
8. Respond to customers in a timely and professional manner – including general public, members, studio holders, and others.
9. Producing financial reports for the DC Board and Programme Development Manager
10. A flexible, collaborative and good team player, be able to work in a busy office and support colleagues in the fulfilment of their tasks.
11. Respect and help delivering the values and ambitions of Devonshire Collective.
12. Willingness to undertake training and development in response to identified needs.
13. This job description is not exhaustive, but is provided as a guide to the main duties of this post. It may be amended by the Programme Development Manager from time to time, in discussion with you.

PERSON SPECIFICATION

| | Essential | Desirable |
|--|------------------|------------------|
| Experience of working in a retail or catering environment, in particular with food | E | |
| Excellent interpersonal skills and good written and verbal communication skills. | E | |
| Experience of running a venue or managing a building | E | |
| Numerate and experienced in producing budgets and reporting expenditure. | E | |
| Computer literate in Microsoft Word, Excel and other packages. Experience of financial software and online ticketing systems. Willingness to learn new programmes as required. | E | |
| Committed to good customer service, including commitment to and understanding of the principles of equal opportunities | E | |
| Track record of income generation | | D |
| Ability to manage workloads and competing priorities in an often deadline orientated environment | E | |
| Able to work outside normal working hours i.e. attendance at occasional evening and weekend events. Devonshire Collective has a Time Off In Lieu (TOIL) system in place | E | |
| Working within a contemporary art context with artists and curators. | | D |
| A thorough, current knowledge of the laws and regulations that apply to premises used by license holders, visiting artists and members of the public. | | D |
| Experience working in art exhibition installation, from planning to implementation | | D |
| Knowledge and experience of fine art transportation, audio-visual equipment, carpentry, power tools, heavy lifting and current Health & Safety standards | | D |
| Possess a personal alcohol license | | D |
| Full UK driving licence | | D |



APPLICATION FORM

The following information is necessary to ensure that full consideration can be given to all candidates. All information will be treated as confidential. No additional supporting material, including CVs should be submitted.

If you require the form in an alternative format (e.g. large print) please contact Amy Zamarripa Solis on programmer@devonshirecollective.co.uk or 07759 013854. Please clearly label any additional sheets with your name.

Please return your completed application form and Equal Opportunity Monitoring Form to info@devonshirecollective.co.uk

Your application must arrive by 5pm on Wednesday 10 January 2018.

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|------------------------------|
| Position Applied For: |
|------------------------------|

1. Personal Details

| | | | |
|------------|---------|-------------|--|
| Surname: | | First name: | |
| Address: | | | |
| Postcode: | | | |
| Telephone: | Mobile: | Home: | |
| Email: | | | |

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|--------------------------------------|
| How did you hear about this vacancy? |
|--------------------------------------|

2. Present or Most Recent Employment

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|--|
| Employer: |
| Position Held: |
| Dates Employed: |
| Key responsibilities: |
| Current or final salary in this position £ |

| |
|--|
| Reason for leaving: |
| If still employed, what notice are you required to give? |

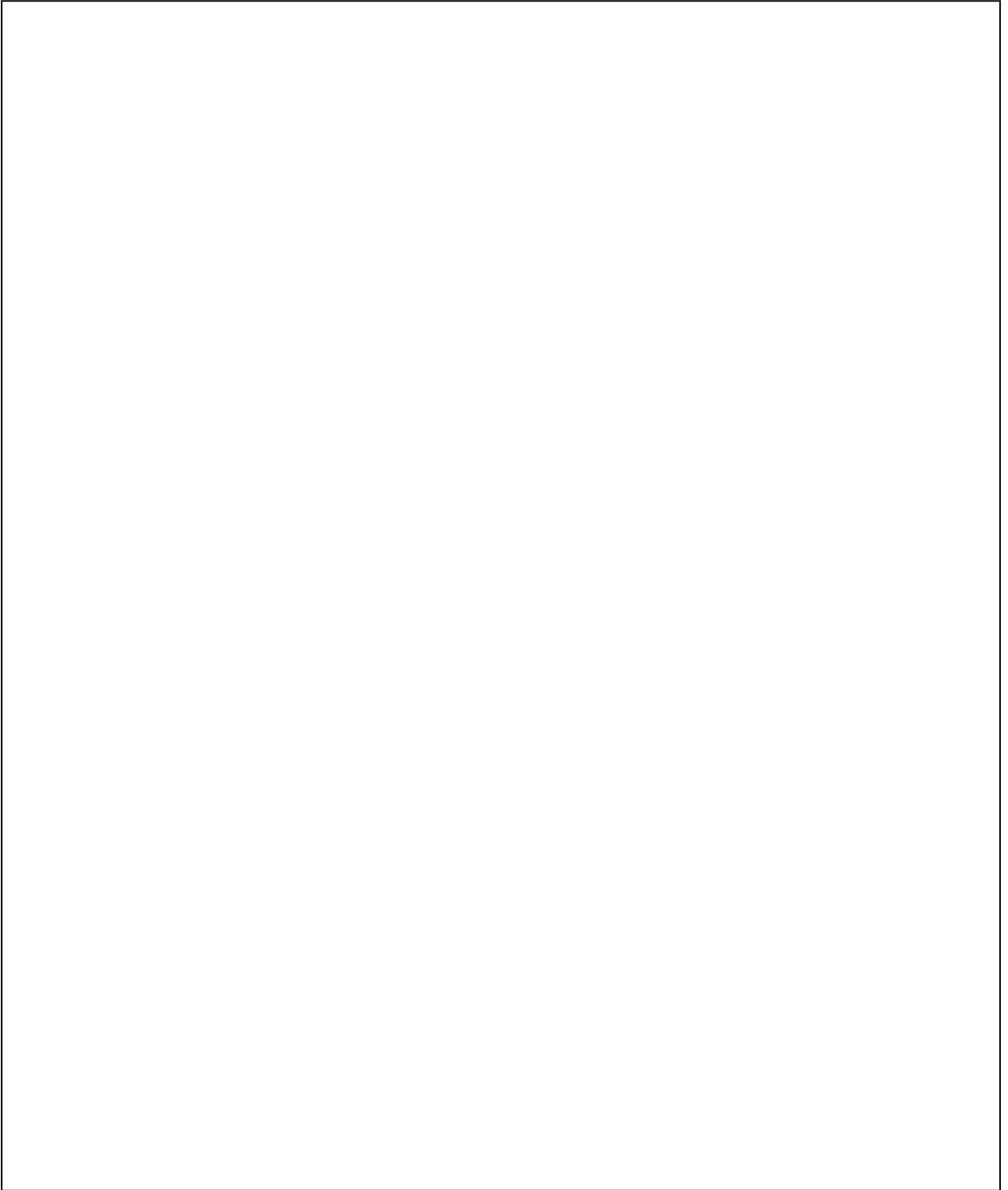
3. EMPLOYMENT HISTORY (most recent first)

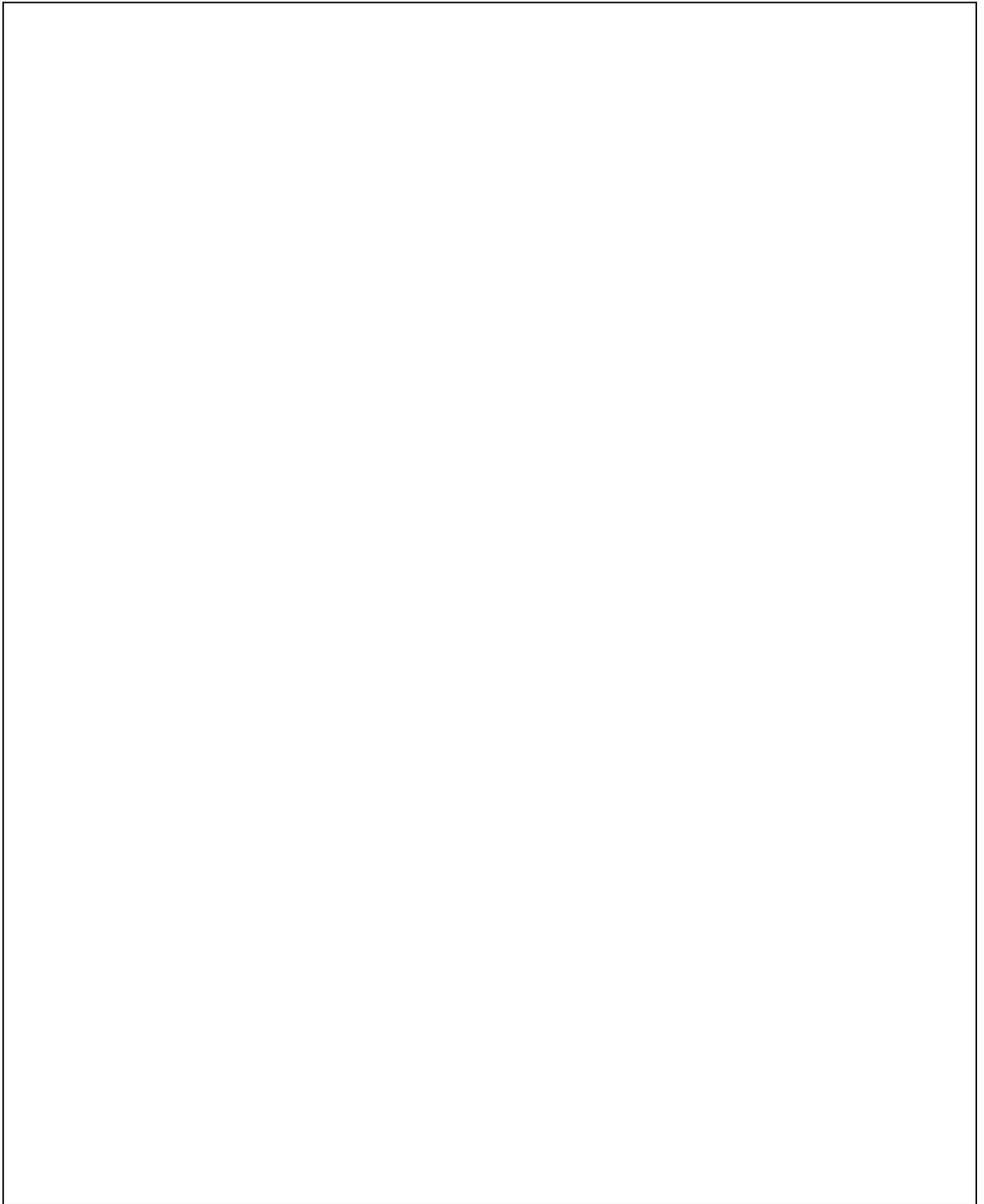
| Employer | Position Held | Dates Employed | Key Responsibilities | Reason for leaving |
|----------|---------------|----------------|----------------------|--------------------|
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Please continue on a separate sheet if necessary

4. Why are you applying for this post?

Please use the following pages to tell us why you are applying for this position and how you meet the essential and desirable criteria stated in the person specification. It is in your interest to go through the job description and respond to each point: include details of relevant experience, knowledge and training, and give examples.





5. Education and Training

Please give details of all educational establishments attended and qualifications attained from school, college, university and professional qualifications and work related training, most recent first.

| School/ College/ University | Qualifications and grades obtained | Date obtained |
|-----------------------------|------------------------------------|---------------|
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| | | |
| | | |
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| | | |

| Professional qualifications/ work related training | Date |
|--|------|
| | |
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6. Work Entitlement

Are you a citizen of the UK or the European Union? YES NO

Do you require a work permit in order to legally work in the UK? YES NO

7. Criminal Convictions

Have you ever been convicted of an offence that is not 'spent' under the Rehabilitation of Offenders Act 1974? YES NO

If your answer YES to the above question, please enclose full details in a separate sealed envelope.

NOTE: If for the purposes of the Rehabilitation of Offenders Act 1974 you are a rehabilitated person and your conviction is to be treated as 'spent' you do not have to provide details of that conviction unless the position which you are applying for involves you having access to persons who are under 18, over 65 or disabled.

8. Referees

Please give the details of two people, known to you in a professional capacity who can provide us with an employment reference. One should be your present or most recent employer.

Referee 1:

| |
|--------------------------------|
| Name: |
| Address: |
| Telephone number: |
| Referee's relationship to you: |

Can we contact this person prior to interview YES NO

Referee 2:

| |
|--------------------------------|
| Name: |
| Address: |
| Telephone number: |
| Referee's relationship to you: |

Can we contact this person prior to interview YES NO

Declaration:

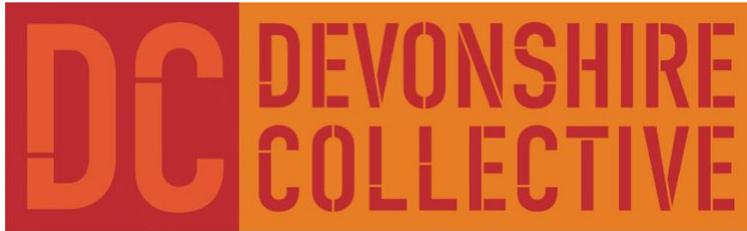
I certify that the information given on this form is, to the best of my knowledge, true and complete. I understand that if I knowingly provide false information or withhold relevant details I will be disqualified from further participation in the application process or from an appointment, or if discovered after appointment, may lead to my dismissal.

Signed

Date

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If you are invited for interview you will be asked to sign below when you attend the interview.

Please also complete the enclosed **Equal Opportunities / Cultural Diversity Monitoring Form** and return with your application. (This information will be separated from your application and remain confidential and anonymous)



Devonshire Collective Equal Opportunity Monitoring Form

By completing this questionnaire, you will help us to understand more about the people who apply for work with us. This form will be separated from your application before it is considered and will remain anonymous. Thank you for your time.

Age

How old are you?

17 to 24 25 to 34 35 to 44
45 to 54 55 to 64 65 +

Disability

The Disability Discrimination Act defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Do you consider yourself to be a disabled person?

Yes No

Gender

Are you:

Female Male Prefer not to say

Ethnic Background

Black or Black British

Black African

Black Caribbean

Any other Black background (please specify)

Asian or Asian British

Asian Bangladeshi

Asian Indian

Asian Pakistani

Chinese

Any other Asian background (please specify)

White

British

Irish

Any other White background (please specify)

Dual Heritage

Dual Asian and White

Dual Black African and White

Dual Black Caribbean and White

Dual Chinese and White

Any other Dual Heritage background (please specify)

Any other background (please specify)