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**Job Description**

**Britten Pears Arts Buildings Manager**

**Background**

This newly created role will take day to day management responsibility for the properties operated by Britten Pears Arts (BPA).

Those BPA-operated properties currently include (but are not limited to);

In Aldeburgh: The Red House (TRH) site (including the Archive and South Warren), Church Walk, The Pumphouse, and Elizabeth Court.

At Snape Maltings (SM): Snape Maltings Concert Hall, The Hoffmann Building, The Dovecote Studio, The Britten-Pears Building, The Stable Block, Buildings 19 and 20 and residential.

This role will spend time at both TRH and SM.

**Introduction to Britten Pears Arts**

Britten Pears Arts has been founded with the merging of Snape Maltings and the Britten-Pears Foundation. It exists to ensure that the legacies of Benjamin Britten and Peter Pears continue to be enjoyed worldwide. Their legacy includes the Aldeburgh Festival, their archive, the Britten-Pears Young Artist Programme, the house where they lived and extensive learning and inclusion work throughout Suffolk and beyond. Perhaps even more importantly their legacy incorporates their attitude, values and belief in helping communities, the disadvantaged in society and those who don’t have access to music or culture particularly through education, creative health and wellbeing work.

Britten Pears Arts operates over two main sites one at Snape Maltings in Snape and one at the Red House in Aldeburgh. There is also other property in Aldeburgh. BPA also has a much wider reach through working with international artists, encouraging international students, our websites, the unparalleled collection of a single composer material and the broad worldwide reach of Britten’s music.

The work of Britten Pears Arts is supported through the vital contributions from Snape Maltings Trading Limited (SMTL), the retail, accommodation and hospitality company based at Snape Maltings and part of the group of entities that form Britten Pears Arts. It is also supported through the Britten Estate Limited, the company that collects Britten royalties. Other key support is received from the Arts Council England, (Britten Pears Arts is a tier 3 National Portfolio Organisation) and philanthropy through individual, company, trust and foundation support of approximately £2million in charitable donations.

**Accountable to**

* Head of Property Services

**Direct reports**

* Deputy Buildings and Services Manager
* Head of Housekeeping

**Working closely alongside**

* Head of the Red House
* Head of Hospitality and Events
* The Red House Gardener
* Elizabeth Court and Accommodation Manager
* Roving Maintenance team
* SMTL Buildings Manager
* IT Support

**Key responsibilities**

* Ensuring that all properties are well maintained and legally compliant.
* Oversee the installation and operation of a CAFM system.
* Key responsibility for unplanned maintenance & planned preventative maintenance.
* Acting as Project Manager on major and minor developments.
* Management and administration of contractors using permissions to work, permits to work and site-specific RAMS.
  + Risk management procedure
  + Health and safety
  + Crisis management procedure
  + Evacuation procedure
* Provide clear and consistent leadership to the direct reports listed above, so that they in turn manage their teams and workload effectively.
* A key member of the BPA Health and Safety committee with a particular responsibility for fire protection (including organising regular fire drills).
* Ensuring that all buildings are safe, secure and environmentally sound.
* Ensure that the BPA buildings adhere to all statutory testing and insurance obligations.
* Managing a budget devised by the Head of Property Services.
* A key member of the 24/7 emergency response team (including but not limited to flood, power cuts, fires, theft, storm damage). Where possible, the BPA Buildings Manager will be first responder for the Red House site properties.
* Liaison with contractors, trades people and suppliers, including procurement, negotiation and scheduling for the BPA properties listed above.
* Ordering of building materials, fuel, PPE and supplies as required.
* Responsibility for the maintenance and management of BPA and SMTL’s vehicles.
* Providing support to the Head of the Red House, who is responsible for visitor experience and is permanently based there, and who will report issues as they arise.
* Day to day liaison with commercial tenants based in properties listed above.
* Willingness to be first aid trained and to act as a responder.
* There is the need to provide twenty days of cover per annum at weekends, with time to be taken in lieu at the earliest possible opportunity.
* Any other duties which might reasonably be considered within the scope of the role.

**Early priorities**

* Working with the Head of Property Services to implement a CAFM system for the planned investment and maintenance programme for all buildings.
* Working with the Head of Property Services to plan a project to update the SMCH heating / air circulation system and to assess the options for heating at the Red House.
* Working with colleagues to facilitate the flood defence improvements project.
* Working with the Head of Property Services to update company H&S documents, policies and procedures, with a particular emphasis on fire emergency planning.

**Normal place of work** At Snape Maltings and at the Red House.

**PERSON SPECIFICATION – BPA Buildings Manager**

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| **CRITERION** | **ESSENTIAL** | **DESIRABLE** |
| Experience | * Leading and managing teams * Project management * Contractor management * Drafting and managing budgets * Responsibility for implementing planned preventative maintenance programmes * Dealing with emergence & unplanned work * H&S management, especially fire protection and response | * Use of CAFM systems * At least one previous role where responsible for management of arts and/or heritage property * Experience of managing residential and commercial tenants / lessees * Experience of managing maintenance programmes for heritage buildings. |
| Skills/Knowledge | * Excellent understanding of building management systems * Collaborative – establishes and maintains strong relationships * Develops and nurtures others * Good knowledge of Microsoft Office applications – Outlook, Word and Excel | * NEBOSH qualified * IOSH trained * Knowledge of MS Project |
| Ability/aptitude | * Calm, not easily flustered * Can multi-task and prioritise workload appropriately |  |
| Special requirements | * Full driving licence. * Flexible approach to working hours, able to work out of normal office hours – including weekends and evenings as necessary – this will include being part of the duty management rota, and emergency response as required. |  |