

ACAVA

54 Blechynden Street
London W10 6RJ
www.acava.org

Property Manager Recruitment Pack

Dear applicant,

Thank you for your interest in the role of Property Manager at ACAVA.
The background to this role and detailed Job Description can be found below.

ACAVA are committed to equal opportunities, diversity and inclusion and we are keen to address imbalances in our workforce. We encourage applications from all races, religions, genders, countries of origin and sexual orientations. We particularly encourage applications from disabled people and those from ethnic minorities backgrounds as these groups are underrepresented in our team.

How to apply

If you are interested in applying for the post, please send your applications documents to Anne Carpentier, General Manager, at recruitment@acava.org with the subject line: Application for Property Manager.

- **Completed Application form**
- **Up to date CV**
- **Application Question**

We encourage you to also complete and return the **Equal Opportunities Monitoring Form**. All information given to us will be separated from the application documents on receipt and will be held separately and anonymously for monitoring purposes only.

We are only accepting online applications for this post. **If you have a disability that makes it difficult for you to provide us with information in this way, please contact us for assistance.**

ACAVA will not store any of your details beyond this recruitment, and all enquiries and applications will be treated in the strictest confidence.

Dates

Closing date for applications: 17 October 2021 at midnight.

Interviews: Applications will be assessed as they are received, and interviews will be held from the week commencing on 18 October 2021.

As part of the assessment process, you may be asked to complete a written exercise that relates to the role you are applying for.

You will be required to provide proof of eligibility to work in the UK.

Start date: ASAP following appointment.

We very much look forward to receiving your application.

Yours faithfully,

Anne Carpentier
General Manager

The organisation

ACAVA (Association for Cultural Advancement through Visual Art) is an arts education charity that evolved from artist-led initiatives in the early 1970s. For over 45 years ACAVA has been amongst the UK's most progressive affordable workspace providers.

We are one of the largest operators in the UK with a portfolio of 20 buildings,

exhibition spaces and workshops in London, Essex and Stoke-on-Trent that support a community of approximately 500 creative practitioners.

We have pioneered creativity in health and wellbeing settings for over 30 years and this remains fundamental to our programming philosophy today.

For more information, please visit our [website](#).

Role description

Job title	Property Manager
Contract	Permanent - Full-time / part-time (minimum 3 days a week)
Hours	37.5 hrs p/w (full-time basis) Working days between 9 and 5.30, Mon – Fri
Salary	£30,000 (full-time basis)
Benefits	Contributory pension 22 days holiday p/a pro-rata plus bank holidays Birthday day off Support for health and wellbeing Car and/or petrol allowance
Reports to	CEO
Manages	Caretakers / Site Managers and external contractors
Key internal relationships	CEO, General Manager, Studios Operations Manager, Property Managers, Relationship Managers, Administrator
Location	Various. We will open a new head office this year, location TBA
Travel	Daily travel to buildings across London and occasionally to Essex and Stoke-on-Trent

Purpose of role

Support the provision of safe and fit for purpose artists' studio workspaces and related facilities across ACAVA's property portfolio.

Manage a programme of regular maintenance works to ensure that our properties are in good condition and buildings, studios and workspaces meet required health and safety standards.

Oversee adherence to the terms and conditions of leases, insurance policies, maintain accurate up to date records of works on our IT systems and keep the General Manager and colleagues informed as necessary.

Key responsibilities

Maintenance

- Plan and coordinate regular maintenance and repair works at ACAVA's buildings by visiting each site on a regular basis.
- Use competitive quotes, ensure the works carried out by contractors are up to standard, organise expenditure with the General Manager and finance office.
- Respond promptly to unanticipated repairs and prioritise these, as appropriate.
- Evaluate on site situations and proactively implement quick remedial action.
- Plan and oversee works to alter, or upgrade, studios.
- Liaise and arrange access to properties with relevant parties; contractors and potential studio tenants.

Health and Safety

- Carry out and record fire risk assessments and implement any necessary works.
- Organise regular alarm tests, emergency lighting, fire safety equipment and fire drills and ensure evacuation procedures are well communicated.
- Visit buildings regularly to ensure that studio holders are adhering to the terms and conditions set out in licence agreements, especially fire regulations and insurance policies.
- Oversee all aspects of health and safety within the ACAVA office, including staff training as appropriate.

External liaison with artists

- Liaise and build good relationships with external stakeholders, including landlords, contractors, suppliers, local authorities or their agents.
- Oversee or carry out electricity and gas meter readings and communicate these to the finance team as and when required.
- In collaboration with colleagues, inspect empty studios, report issues and co-ordinate any works required to ensure that studios are in good order and ready for occupation.
- Ensure that relevant studio holders and colleagues are fully informed of repair and maintenance schedules and progress work.
- Work with colleagues to maintain accurate practical information about studios in external communications such as websites and social media.

General

- Be a proactive, collaborative and supportive colleague, contributing to the efficient and friendly running of the organisation.
- Present an open, flexible attitude.
- Represent ACAA in a professional manner at all times.
- Carry out any duties as may from time to time be reasonably requested by the CEO or General Manager.

Person Specification

The successful candidate should arrive with the essential elements from day one. The desirable elements could be developed in post, if the successful candidate does not possess them all from day one.

Experience	Essential	Desirable
Proven experience of facilities and/or building management of multiple-occupancy sites, including efficient planning, budget and timetable	X	
Successful experience of managing a budget and reporting accurate financial information in a timely manner		X
Demonstrable experience of dealing with freelancers and contractors	X	
Overview of methods of building and general construction	X	

Practical knowledge of Health and Safety and ability to carry out risk assessments	X	
Experience of art gallery, workshop, studio or craft/creative environment		X

Knowledge and skills	Essential	Desirable
Ability to work independently and prioritise tasks	X	
Excellent time management and attention to detail	X	
Good administrative and organisational skills	X	
Good written and verbal communication skills	X	
Good level of numeracy	X	
Full, current UK Driving Licence with no more than 3 points		X
Knowledge of current compliance regulations for all aspects of facilities management	X	
	X	
Comfortable with MS Office, IT networks, software and digital systems	X	
Ability to maintain good stakeholder relationships		X
An interest in the visual arts, design, craft, social enterprises, workspaces etc		X

Human skills	Essential	Desirable
Reliable and trustworthy	X	
Supportive and collaborative	X	
Proactive, determined and confident with a 'can do' attitude	X	
Strong interpersonal skills, demonstrating empathy	X	