

COVE PARK 2021

Director of Facilities Job Description

About Cove Park

Cove Park is an international artists' residency located on an outstanding rural site on Scotland's west coast, one hour north of Glasgow. In the last 20 years, Cove Park has hosted nearly 4000 national and international artists, writers and thinkers working in all art forms and at every career stage. It is committed to supporting artists by offering the time, space and freedom required for research, peer-to-peer exchange and the development of new work, and fostering a stimulating context in which new ideas can be developed, tested and shared. Between 10 and 20 residents can stay at any one time, creating collective opportunities for the discovery of alternative approaches and the acquisition of new knowledge.

Our fifty-acre site overlooking Loch Long on the Rosneath peninsula in Argyll and Bute used to be a conservation park and is now partially managed woodland, with ponds, grazing sheep and highland cattle. There are nine shipping containers that have been converted into studios and accommodation units, and two oak-framed huts. An award-winning communal building was built in 2016 with spaces designed for classes, rehearsals, workshops, and events; a large dining area doubling as a workspace, administration offices, a library, and two adjacent accommodation units and studios, one of which fully accessible. The Cove Park team presently consists of our newly appointed CEO, Francesca Bertolotti-Bailey, who leads a cohort of seven professionals responsible for all aspects of the organisation's operations.

Under this new leadership, Cove Park is moving beyond the boundaries of the traditional 'time, space, freedom' residency towards an enquiry-based model for producing cross-disciplinary work and collective intelligence around pressing global concerns. This vision hinges upon a deeper engagement with our geographical and socio-economic context in the belief that working at a hyperlocal level helps us to understand and affect change at a planetary scale.

We believe artistic research is uniquely placed to unpack some of the most intractable, multi-scalar problems of our times, and that art's transformative power is amplified when the arts work in collaboration with other disciplines. Cove Park is expanding the artforms and disciplines that are welcome to the residency, and is also enlarging its horizons towards other sectors - such as those of academic and scientific research, technological innovation, including the creative industries as a whole.

About the role

The Director of Facilities are responsible for the operation and maintenance of building systems and services, as well as for the upkeep of Cove Park's 50-acre site. As Director of Facilities, you will be responsible for health and safety, the security, maintenance and services of work facilities to ensure that they meet the needs of the organisation, its employees and users. You will ensure that best practices are followed for maximum efficiency and that the most suitable working environment is attained for its employees and their activities.

Areas of responsibility include:

- buildings and grounds maintenance
- health and safety
- procurement and contract management
- security
- space management
- residents' induction
- utilities and communications infrastructure
- housekeeping
- vehicle maintenance
- environmental sustainability

Description of duties and responsibilities:

1. Work with the CEO and the Finance and Operations Manager to ensure that the accommodation units, studios, Jacobs Building and overall site are welcoming, safe and in good order, including scheduling ordinary and extraordinary maintenance, repairs and improvements.
3. Work with the CEO to progress the future development of the site, including but not limited to the upgrade and expansion of the buildings and facilities on site.
4. Manage the housekeeping team, including making rosters, monitoring routines, and ensuring equipment and materials are adequate and compliant.
5. Develop and nurture partnerships with contractors, collaborators, organisations and groups of interest, and represent Cove Park, as required.
6. Ensure the working environment and welfare facilities for staff are always maintained to a high standard.
7. Ensure policies and protocols are documented, maintained and are accessible and understood by the relevant individuals.

8. Work with the entire team to greet, welcome and provide adequate information around H&S, accommodation and facilities to residents upon arrival.
9. Work with the CEO, and the Finance and Operations Manager to develop, implement and monitor robust policies and actions in relation to environmental sustainability and climate action.
10. Actively manage rolling maintenance of buildings and facilities, including Cove Park's vehicle, and health and safety contracts ensuring effectiveness of service delivery and value for money.
11. Manage contractors undertaking work on site, supervising H&S compliance and undertaking inductions when necessary.
12. Implement a rolling programme of staff training including essential health and safety, and first aid training.
13. Work with the CEO to contribute to Board papers and reports.
14. Act as a responsible person/incident manager on site in respect of emergencies, including out-of-hours support when necessary.
15. Work with the Finance and Operations Manager to assist room setups, monitor, control and co-ordinate internal/external events.
16. Ensuring storage locations are organised, fit-for-purpose and utilised effectively.

Essential:

Working knowledge of current Health and Safety legislation
Strong attention to detail, organised and self-motivated
Strong communication skills
IT skills
Practical skills

Desirable:

Photography skills
Interest in environmental sustainability
Understanding of land management
First Aid training

Terms and Conditions

- The appointment is for 3-5 days per week negotiable and to be worked out flexibly throughout the year.
- The salary will be based on the FTE of £28-32,000 pro rata, depending on experience

- The main place of work will be Cove Park, Peaton Hill, Cove, Argyll & Bute, G84 OPE

Line management: The post-holder reports to the CEO

We encourage applications from all backgrounds, communities and industries, and we are committed to having a team that is made up of diverse skills, experiences and abilities. We actively encourage applications from African Diaspora people; South, East, and South-East Asian Diaspora people; Middle Eastern and North African Diaspora people; ethnically diverse people; and people with disabilities as these are all currently underrepresented in our organisation and in the cultural sector as a whole.

To Apply

If you would like to have an informal conversation about this role please contact CEO Francesca Bertolotti-Bailey on 01436 850500. To apply please submit a CV and a short covering letter [2 sides of A4 max] by noon on Friday 7 May 2021. Applications should be sent to kerrie@covepark.org Interviews will be held at Cove Park, or via zoom, on Friday 14 May 2021.

We will accept submissions in audio or video formats if this is preferable to a written application. If you consider yourself to have a disability please tell us if there are any reasonable adjustments that we can make to assist in your application. Hard copies of your application may be sent to:
Kerrie MacQueen, Cove Park, Peaton Hill, Cove, Argyll & Bute, Scotland G84 OPE

Cove Park is committed to safeguarding privacy and related data within recruitment processes and abides by all appropriate General Data Protection Regulations.