

# COVE PARK

Site, Facilities & Compliance Manager  
Recruitment Pack







## ROLE – AT A GLANCE

Location:	Cove Park, Rosneath Peninsula, Argyll & Bute
Salary:	£35,238 (FTE) per annum
Contract:	Permanent*, 3 days per week
Reporting to:	Director

Cove Park is seeking an experienced buildings manager to oversee Cove Park's 50-acre site and facilities. The Site, Facilities, & Compliance Manager will be responsible for health and safety and ensuring our site and facilities are compliant, efficient, fit-for-purpose, well maintained, and presented to a high standard.

*\* Please note, our preference is to offer this role on an employed basis with the postholder on site on agreed days each week, but we may consider a freelance contract for the right candidate.*

## BENEFITS

- 7.6 weeks annual leave (pro rata)
- 5% employer pension contribution
- Enhanced absence pay
- Wellness days and events
- Professional, career and research development opportunities

## PURPOSE OF THE ROLE

The Site, Facilities & Compliance Manager (the postholder) is responsible for the day-to-day maintenance and safety of Cove Park's 50-acre site and its facilities. This includes health and safety, security, and the servicing of all facilities to ensure they meet the needs of the organisation, its residents, visitors, and team. The postholder will ensure best practices are followed for maximum efficiency, sustainability, and the welfare of all involved in our work.

## ABOUT COVE PARK

[Cove Park](#) is an international artists' residency and charity located on an outstanding 50-acre rural site on Scotland's west coast, one hour northwest of Glasgow. Over its 25-year history, Cove Park has hosted over 4,000 local, national, and international artists, creative practitioners, and researchers, working in all art forms and at every career stage. We are committed to supporting artists by offering the time and support required for research, the production of new work, peer-to-peer exchange, and fostering a stimulating context in which new ideas can be developed, tested, and shared.

An average of 10 artists stay on site at any one time, taking part in a range of residencies and engagement programmes that run throughout the year. The site, on Argyll's Rosneath Peninsula, overlooks Loch Long. Formerly a conservation park, it is now partially managed woodland, with ponds, grazing sheep and Highland cattle.



Cove Park's [facilities](#) includes nine shipping containers, converted into private accommodation and studios by Urban Space Management, and two oak-framed accommodation units designed by Blast Architects. The Jacobs Building opened in 2016 and is an award-winning, purpose-built communal facility, designed by Cameron Webster Architects, providing communal facilities and workspace for residents, and rooms for public events and workshops, plus two adjoining units of accommodation and studios.

In August 2025 Cove Park announced funding from The Bridge Awards to develop a new Sound Studio and adjacent unit of accommodation. We aim to launch these spaces in autumn 2026.

Cove Park's [team](#) consists of 15 professionals responsible for all aspects of the organisation's programmes and operations. Our Board includes 12 Trustees, many of whom take part in Subcommittee Meetings focussed upon Finance, Fundraising & Development, and Site & Facilities.

## MISSION, VISION & VALUES

We believe the arts can enrich and transform lives, strengthen communities, and express Scotland's diverse and distinct identity.

Our mission is to support the creative and professional development of artists, researchers, and creative practitioners so that new ideas, projects, and strategies for change can be explored. Our aim is to contribute to the diversity and strength of Scotland's cultural ecology by making possible the production of outstanding new work and ensuring this work is of benefit to local, national, and international communities. By providing a supportive and dynamic space for risk and experimentation, the programmes we deliver create the foundations for ambitious thinking and imaginative freedom.

Our values underpin every aspect of our work, from the delivery of Cove Park's residencies, creative learning, and public engagement programmes to the care of our natural environment and our commitment to working sustainably. We are a small professional team dedicated to delivering Cove Park's vision and mission, guided by these five values:

**Collaborative** – working in partnership with others to share skills and resources and build community locally, nationally, and internationally.

**Open** – being receptive, inclusive, and transparent, welcoming new ideas and approaches to contemporary creative practice and society.

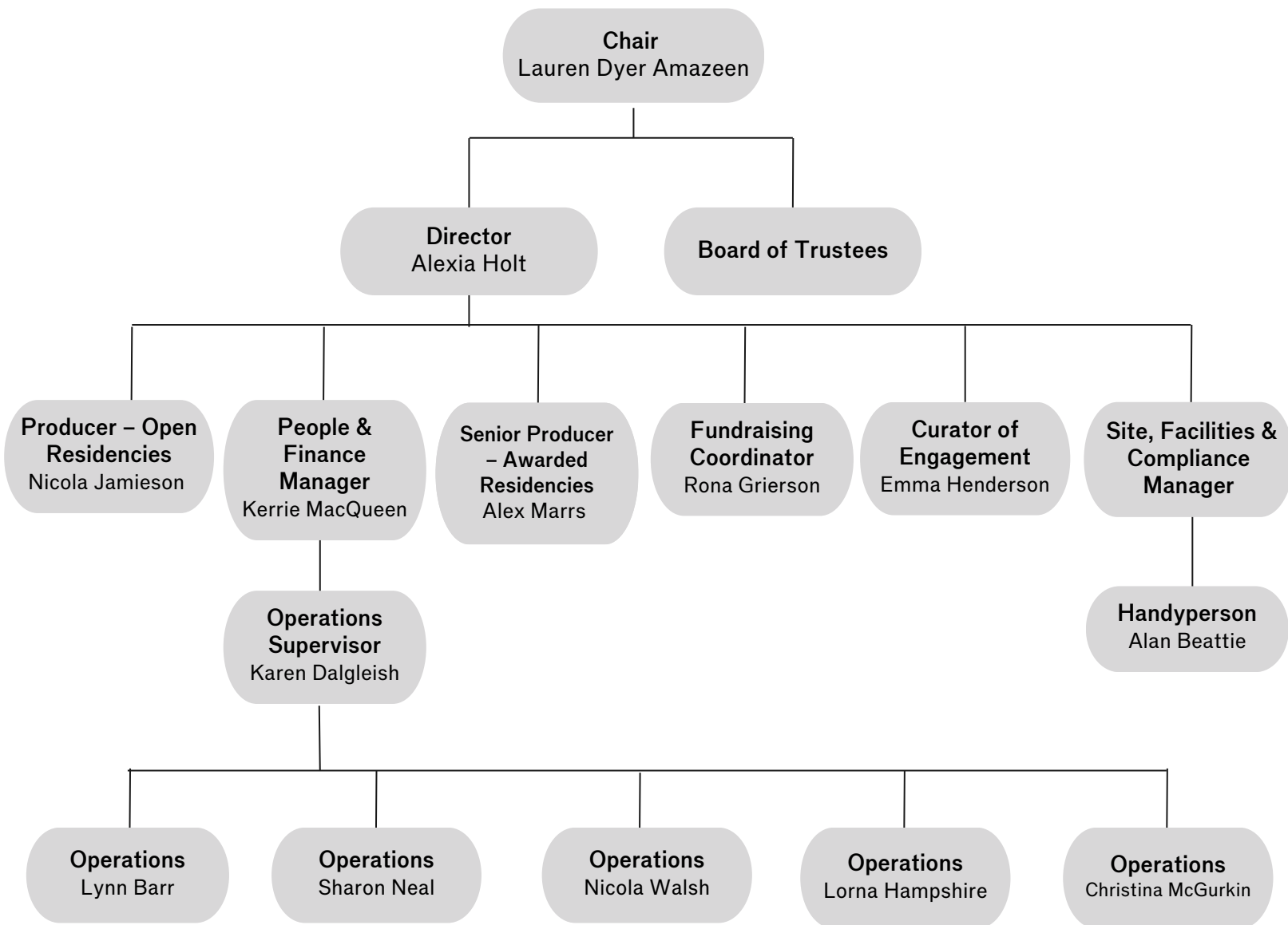
**Ethical** – working responsibly, sustainably, and mindfully, ensuring our programme is accessible to all and supports integrity.

**International** - supporting international collaboration for our local and national communities, recognising the importance of cultural dialogue, exchange, representation, and solidarity in promoting connection and understanding, and finding common ground through shared experiences.

**Ambitious** – helping artists to achieve their aims, creating a context for experimentation and testing ideas, making possible imaginative, innovative, and high-quality work.



# ORGANISATIONAL CHART





## KEY RESPONSIBILITIES

### Health, Safety & Compliance

- Coordinate and implement building safety systems and compliance procedures
- Ensure the buildings comply with all relevant health and safety legislation, including fire safety, risk assessments and statutory assessments
- Maintain accurate records of safety checks, incidents, and maintenance tasks
- Conduct weekly fire alarm tests and coordinate fire drills
- Monitor and maintain safety equipment, signage, and emergency procedures
- Support the Director in updating health and safety policies and procedures
- Ensure all relevant policies are updated, shared and accessible.
- Implement annual staff training including health and safety, fire, and first aid training.
- Act as a responsible person/incident manager on site in respect of emergencies, including out-of-hours support when necessary.

### Site & Facilities - Management & Development

- Develop Cove Park's Asset Management Plan.
- Develop a detailed Resilience Plan for the site, building upon Cove Park's current Extreme Weather Management Plan
- In line with these Plans, deliver an ongoing programme of planned maintenance in the short and medium term, and oversee and carry out routine maintenance projects, ensuring this work is completed on time and in budget.
- Update the Plans annually, providing reports on progress for Cove Park's Site & Facilities Subcommittee.
- Ensure all annual surveys and maintenance checks are undertaken.
- Prepare and manage the maintenance budget for the site, ensuring best value is achieved throughout the programme.
- Coordinate contractors for specialist repairs.
- Prepare contract documentation including specifications, tender documents, and appointment of third-party contractors and consultants.
- Manage contractors undertaking work on site, supervising health and safety compliance and undertaking inductions when necessary.
- Ensure all maintenance is carried out to a high standard.
- Monitor building systems (heating, lighting, internet, alarms) and report faults promptly.
- Line Manage Cove Park's Handyperson (part-time, 2 days per week), supporting their work when necessary and ensuring tasks are fulfilled.
- Manage Cove Park's utilities (biomass, electric, air source, solar, water, septic, internet and phone lines) ensuring all are maintained and fit for purpose.
- With the Site & Facilities Subcommittee, progress the future development of the site, including the potential upgrade of our accommodation and studios, and the development of the Jacobs Building.
- Ensure site and facilities development implements and aligns with recommendations made in the Access Audit of Cove Park's site and facilities completed by AECOM in 2025, or similar amendments are made in line with best practice.

### **Supporting Residents & Event Participants**

- Support the practical, logistical, access, and production needs of Cove Park's residents in partnership with Cove Park's Producers.

### **Environmental Policy & Reporting**

- Work with the Director and People & Finance Manager to develop, implement and monitor robust policies and actions in relation to environmental sustainability and climate action.
- In line with Cove Park's Environmental Policy, ensure our work is developed and delivered as sustainably and responsibly as possible.
- Lead on Cove Park's annual Environmental Reporting to Culture for Climate Scotland (a requirement of our multiyear funding from Creative Scotland).

### **Operational Support**

- Ensure the site is welcoming and tidy for residents and visitors
- Work with the team to welcome all residents and provide adequate health and safety information
- Maintain signage on site and within buildings
- Arrange repairs and servicing for white goods and kitchen equipment, printers and IT hardware
- Maintain and replace keys for both residents and operational team
- Vehicle maintenance (Cove Park has one site vehicle for use by team and residents)
- E-bike maintenance (Cove Park has three e-bikes)
- Work with the Producers and Curator of Engagement on set-ups for events, workshops, and Space Hires (onsite and off-site if required)
- Ensure storage locations are organised and fit-for-purpose

### **Finance & Administration**

- Procurement and budget management
- Manage and monitor Cove Park's Asset Management Plan and the annual budget for maintenance and site development.
- Organise Cove Park's monthly Site & Facilities Subcommittee meetings, preparing report papers, liaising with the Trustees involved, and reporting when required to the Board.
- Contribute to funding applications relating to site and facility development and capital projects.

## PERSON SPECIFICATION

### Essential:

- Experience in facilities, estates, or building management
- Strong understanding of current health and safety regulations and building compliance
- Understanding of land management
- Strong attention to detail, organised, and self-motivated
- Excellent interpersonal skills
- Strong communication skills
- Strong IT skills
- Strong budgeting skills and knowledge of excel
- High level of practical skills and problem-solving skills
- Hold a full driver's license and has a vehicle

### Desirable:

- Interest in contemporary creative practice, across a range of art forms
- Interest in sustainability and environmental practices
- Experience in a charity or cultural organisation
- Electrical, Plumbing or Woodworking skills
- Hold a valid first aid qualification and an IOSH occupational health and safety qualification
- Local to the Rosneath Peninsula and surrounding area.

## TO APPLY

Please complete our online [Application & Equalities form](#) by 26th January 2025 at 5pm.

Should you have any questions or require a different form of application, please contact:

**Kerrie MacQueen (People & Finance Manager)**

[kerrie@covepark.org](mailto:kerrie@covepark.org)

01436 850500

### Equalities, Diversity & Inclusion

We encourage applications from all backgrounds, communities and industries, and we are committed to having a Team that consists 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; people with disabilities; and all those who have been historically underrepresented and systemically excluded within the cultural sector. Our intention is to better reflect society as a whole in our Team in terms of race, national or ethnic background, religion or belief, ability, gender, age, socio-economic status, and educational background.



We want our residencies, programmes and resources to be open, inclusive and welcoming to all. We continue to assess how we work towards achieving greater equality and representation within all levels of our organisation and across all programmes.

Cove Park aims to provide a safe and positive environment for everyone, and to actively dismantle discrimination based on age, disability, gender identity, marriage or civil partnership status, pregnancy or parental status, race including skin colour, nationality, ethnic or national origin, religion or belief, sex, and sexual orientation. Additionally, we aim to dismantle discrimination based on accent, educational background, gender expression, hair texture and hairstyle, immigration status, language ability, markings and/or tattoos connected to spiritual rituals from pre-colonial cultural practices, neurodiversity, physical and mental health, size, and socio-economic status or background.

As language, terms, and expressions inevitably evolve, Cove Park is committed to reviewing this statement regularly – and as often as it becomes appropriate – with our local, national and international communities.

### **Personal Data**

Please note, we will store applications electronically for one year. The data contained within your application will not be used for any purpose other than short-listing, running, and evaluating the programme. We will not share your details with any third parties without obtaining permission from you to do so.





Photography by Tracy Bloxham

## COVE PARK

Charity no. SCO29530 | Company no. SC201042

### DIRECTOR

Alexia Holt

### TRUSTEES

Lauren Dyer Amazeen (Chair), Eileen & Peter Jacobs (Founders), Ashanti Harris, Eric Latzky, Brian Lochrie, Parvinder Marhwaha, Karen McMillan, Heather Parry, Nadia Sirc, Marianne Stark, Sophie Crichton Stuart