

# RECRUITMENT PACK

Facilities Manager – Full time



# HOME

# WELCOME

## Thank you for your interest in the role of Facilities Manager at HOME.

HOME is Greater Manchester's vibrant cross art form centre. We commission, create and present contemporary theatre, visual art and film and provide a space for experimentation where art forms meet and interconnect. HOME's programming is political, international and experimental.

HOME first opened its doors in May 2015: a new, £25m multi-art form venue for Manchester, operated by Greater Manchester Arts Centre (GMAC). Since opening, we have welcomed over 4 million visitors and contributed over £101 million to the Greater Manchester economy.

We became one of the few UK organisations to produce new work across theatre, visual art and cinema, achieving local, national and international artistic recognition.

Our programme is presented across:

- Five state-of-the-art cinemas, presenting one of the UK's most celebrated programmes of independent film
- Two theatres – c.500 seat proscenium arch, T1; and c.130 seat flexible studio theatre, T2 – presenting HOME produced productions
- 500m<sup>2</sup> contemporary visual art space
- Digital platforms
- Talent development and engagement spaces
- In youth and education settings and within communities across Manchester

HOME also relies on trading and secondary income to support the charity, including two bars, a restaurant, event spaces and retail space.

If you require a large print version of this recruitment pack, or any reasonable adjustments to apply for this position, please contact [recruitment@homemcr.org](mailto:recruitment@homemcr.org).

# OUR VISION & MISSION

## WHAT WE'RE HERE FOR

We're an open and social space for the curious from all of our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world.

## WHERE WE WANT TO BE

We want to be central to making Manchester a major city celebrated for its distinctive art – art that enriches the lives and life chances of its people – and a magnet for artists and creatives from all over the UK.

## WHAT MAKES US TICK

● We are conscientious

● We are considerate

● We are collaborative

● We are creative

● We are curious

## STRATEGIC OBJECTIVES

We're here to share exciting, entertaining and thought-provoking stories with the people of our city and beyond

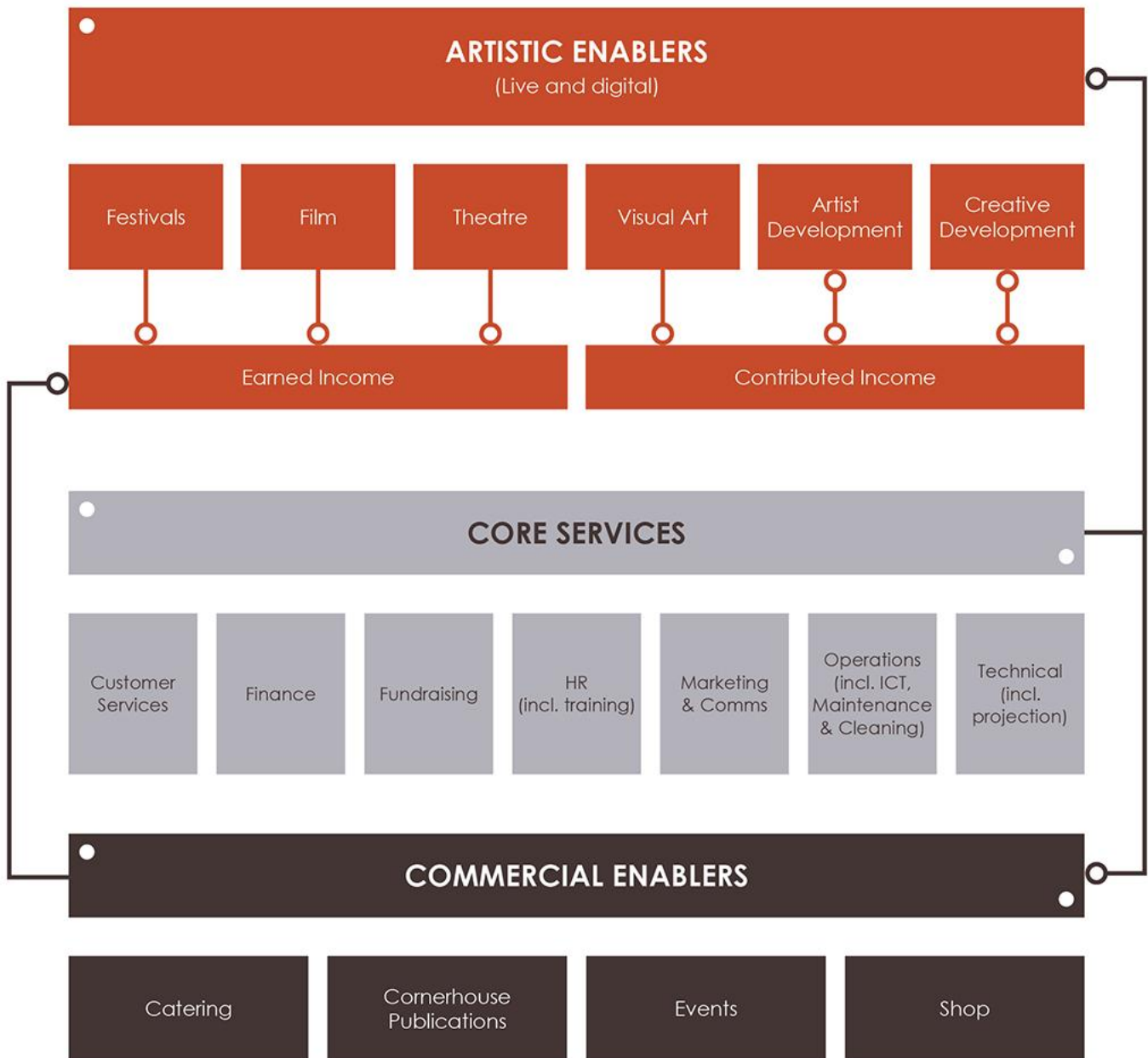
We're here to nurture creativity

We're here to develop and make our team feel valued

We're here to tackle inequality

We're here to protect the planet

# HOW WE WORK







## Equality at HOME

**HOME is an inclusive employer, and we are committed to championing anti-racism, equality and diversity through the way we work, and the work we make and present.**

We want our workforce to reflect the diverse communities of Greater Manchester and we welcome candidates from all backgrounds. We actively encourage and support applications from groups who are currently underrepresented across the arts sector, including members of the Global Majority, d/Deaf and disabled applicants and individuals from lower socio-economic backgrounds.

HOME is a Disability Confident Employer



# THE ROLE

We are looking for someone who has effective experience in building management across venue operations. Who are passionate and can bring expertise to this role. You will work across all areas of the venue to deliver a clean, safe and welcoming building experience for every visitor to HOME.

The Facilities Manager will be responsible for ensuring our building and our spaces are fit for purpose. To provide a clean, safe and welcoming building for everyone. To manage both hard and soft services, supporting all teams to enable the delivery of an exciting and diverse programme in the best possible environment.

## Operations Team at HOME

The role sits within HOME's Operations Team which is responsible for all the building facilities management, ensuring that our facilities are of a high standard. Building operations are the first point of contact for repairs, cleaning and Health and Safety to help make our venue an exciting and welcoming place to visit and explore.

# KEY INFORMATION

<b>Salary</b>	£32,500 per annum
<b>Contract</b>	Permanent
<b>Hours of work</b>	40 hours, including 1 hour paid lunch breaks Exact hours of work as required by the job, working evenings and weekends as appropriate. Overtime payments will not be made, however time off in lieu will be available to cover additional hours worked with your Line Manager's agreement Monday to Friday 08:00 – 16:00 with flexibility as per the business requirements
<b>Place of work</b>	HOME's building is at 2 Tony Wilson Place, M15 4FN
<b>Holidays</b>	25 days per annum plus statutory holidays pro rata
<b>Pension</b>	GMAC Ltd operates a company pension scheme with a 3% company contribution, available to all staff who qualify.
<b>Other benefits</b>	Option to purchase additional holidays each calendar year Employee assistance programme In house Mental Health First Aiders Increase of 5 additional days of leave after 5 years' service pro rata Access to training and professional development Cycle to work and Tech scheme after probation
<b>Probationary period</b>	6 months
<b>Notice period</b>	1 month in probationary period and 2 months thereafter

# JOB DESCRIPTION

## Purpose

The Facilities Manager has an essential role for demonstrating the standards for the building facilities management and ensuring that HOME is able to provide an exceptional level of service to all visitors while supporting the organisation to successfully deliver on its mission and objectives.

The Facilities Manager is expected to have an overview of all of HOME's activities and a clear understanding of the organisation's aims, objectives, policies, and procedures. They need to stay informed on all aspects of HOME programme by taking an active interest in upcoming activities, attending meetings and by gathering information that can then be distributed to the Cleaning Team.

**Team:** Operations

**Reports to:** Building and Environmental Manager

**Responsible for:** Cleaning Team

## Main duties

1. Oversee planned preventative maintenance (PPM), testing/inspections, and reactive repairs across all building services including but not limited to legionella, plumbing, electric wiring, HVAC, lifts, fire alarm, emergency lighting, fire extinguishers and suppression systems, intruder alarm, CCTV, access control, pest control, etc, within budget.
2. Work together with the Customer Service team to always ensure good housekeeping, and that HOME's premises and equipment is safe and secure.
3. Responsible for cleaning of premises and associated services such as waste management and sanitary collections.
4. Line manages the Cleaning Supervisors and Cleaners through regular 1-2-1's, team meetings, training, appraisal and lead on recruitment when required.
5. Ensure the facilities meet government regulations and environmental, health and security compliance.
6. Oversee providers for services including regulatory inspections, security, cleaning, electricians etc.



- 7 Manage budgets and ensuring cost-effectiveness including advising management on increasing efficiency and cost-effectiveness.
- 8 Undertake small scale buildings repairs as and when needed
- 9 Assist other departments with inhouse installations and fit ups.
- 10 Keep up to date building facilities administration.

### **Additional duties**

- 1 Be on the call-out list in the case of out of hours emergencies and be available for agreed, in advance, flexible working hours (early start/late finish)
- 2 Maintain appropriate stock within the workshop and cleaning supplies and to be responsible for ensuring that all purchases are made within the allocated budget
- 3 Be aware of any relevant health & safety legislation and to work accordingly, supporting on health and safety compliance, risk assessment method statements and auditing
- 4 Assist and the Building and Environmental Manager in the negotiation of all service contracts
- 5 Be responsible for the supervision of all outside contractors working on HOME premises and to ensure that all Health and Safety regulations are adhered to
- 6 Be fully conversant with the building management and security software programmes and their operations
- 7 Ensure that the workshop provides a clean and safe working environment for all teams
- 8 Work with Head of Teams to ensure delivery in cleaning, maintenance and health and safety.
- 9 Delivery training, working at height, cleaning, maintenance etc
- 10 Cover any other duties relevant to the post as required by the Building and Environmental Manager

# PERSON SPECIFICATION

Criteria	Experience, Skills and Knowledge
<b>Essential</b>	<p>Experience of managing a team</p> <p>IT skills</p> <p>Ability to communicate effectively</p> <p>Ability to learn procedures and processes quickly, follow instructions, make key decisions and find solutions</p> <p>Flexibility to manage a range of different tasks while maintaining a positive helpful attitude</p> <p>Knowledge of building management maintenance and basic repairs in plumbing</p> <p>Understanding of, and strong commitment to, equality and diversity</p>
<b>Desirable</b>	<p>Experience of working with a large team</p> <p>Budget Management</p> <p>Health and Safety qualification</p> <p>First Aid Training</p> <p>Fire Warden Training</p>

# HOW TO APPLY

**The deadline for applications is 5<sup>th</sup> January 2026 00:00**

**Please note** We review applications and reserve the right to close an advert early if we identify suitable candidates. To avoid disappointment, submit your application as soon as possible. If successful for the role following interview start date will be subject to pre-employment satisfactory reference and right to work in the UK.

**Application format:** submit by email an up-to-date CV together with a supporting statement of no more than 2 A4 pages. Alternatively, this can be provided as a short video/audio response no more than 10 minutes in length. Please ensure you provide examples of how you meet the essential criteria within the Person Specification and the main responsibilities for this role in your supporting statement.

**Please email your CV and supporting statement to [recruitment@homemcr.org](mailto:recruitment@homemcr.org)** and complete the link here to the **[Equal Opportunities Form](#)**. **Please add the job reference number 968622 in the subject line.**

We will interview all candidates who meet the essential criteria in the person specification. Support is available at every stage of the process please email [recruitment@homemcr.org](mailto:recruitment@homemcr.org) if you have any questions related to support requirements.

**Interviews will take place in person on 14<sup>th</sup> January 2026**

HOME strives to be an equal opportunity employer, committed to diversity and inclusion in the workplace.

**Please note** Due to the high volume of applications we are unable to respond to all applicants individually. If you have not heard from us before the interview date, unfortunately, you have not been shortlisted on this occasion. Regrettably, we are unable to provide feedback at the application stage for those not selected for interview.

**Thank you for your interest in this post.**



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