

## JOB INFORMATION & JOB DESCRIPTION

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| <b>JOB TITLE</b> | <b>Facilities Manager   Embassy Theatre &amp; Culture House, Skegness</b><br>(occasional work at other Magna Vitae venues including the Seaview Colonnade, Sutton on Sea) | <b>Date: October 2026</b> |
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### PURPOSE OF JOB

To manage all planned, preventative and responsive maintenance housekeeping standards, compliance checks and day-to-day operational readiness throughout the Embassy Complex (Theatre & Culture House) and surrounding grounds. Through strategic planning the postholder will take a hands-on lead in ensuring the venue is safe, secure, clean, well-presented, efficiently maintained and ready to support performances, hires, meetings, visiting companies, audiences, staff, volunteers and contractors.

The post-holder will act as principal health and safety lead for both the Embassy Complex and the Seaview Colonnade providing support and guidance to operational teams at both sites.

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| <b>Hours of Work:</b> | 40 hours per week, including weekends and occasional evenings & bank holidays. Week by week working arrangements will be in accordance with business requirements and by arrangement with the Theatre Manager, subject to your right not to work more than 48 hours per week unless by agreement. |
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| <b>Responsible to:</b> | Embassy Manager (Theatre & Culture House) |
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| <b>Team Relationships:</b> | Part of the Embassy Theatre operational and duty management team, working closely with the Theatre Manager, Department Managers, technical colleagues, wider Magna Vitae colleagues, contractors, suppliers, visiting touring crews, volunteers and neighbouring businesses using shared premises or access routes. |
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| <b>Main terms &amp; conditions of employment:</b> | £33,703 per year subject to the successful completion of a probationary period.<br>20 days annual leave plus Bank Holidays (increasing to 25 days annual leave after 3 years of service). |
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| <b>Special Requirements:</b> | <p><u><b>EQUALITY &amp; DIVERSITY:</b></u><br/>The post holder is required to carry out their duties in a way that supports Magna Vitae's Equality &amp; Diversity Strategy.</p> <p><u><b>HEALTH &amp; SAFETY:</b></u><br/>The post holder will take all reasonable care of themselves and of others who may be affected by their acts or omissions. All actions must be conducted in accordance with Magna Vitae's Health and Safety Policy &amp; Commitment Statement.</p> <p><u><b>SAFEGUARDING CHILDREN &amp; ADULTS:</b></u><br/>Magna Vitae has a duty to promote the welfare of, and safeguard of children and adults at risk. The post holder is required to comply with the Safeguarding Policy.</p> |
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| <b>Work Location:</b> | The Embassy Theatre, Grand Parade Skegness. PE25 2UG |
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| <b>Type of Contract:</b> | Permanent   Full Time |
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The activities described below may vary from time to time to meet the needs of the company. The following duties are not exhaustive but merely indicate the work range and core content of the post. The post holder may be required to undertake further relevant duties. The duties are not arranged in a priority order.

#### KEY ROLE DELIVERABLES

*East Lindsey District Council owns the Embassy Theatre complex and Seaview Colonnade. Its Technical Services team maintains the sites in liaison with Magna Vitae as tenant and operator.*

#### **Facilities Operations, Maintenance & Housekeeping**

- Maintain venue, grounds and housekeeping standards, ensuring all areas are safe, presentable and ready for use.
- Complete scheduled checks, minor repairs and routine maintenance - engaging specialists when required.
- Monitor fire systems, escape routes, water hygiene, COSHH, asbestos and other building health risks.
- Maintain plans, logs, checklists, stock and asset records, and support quotations and improvement proposals.
- Line-manage the part-time cleaner and coordinate cleaning, consumables, waste, pest control contracts.
- Maintain external areas, clear access and emergency routes, and support external gritting in poor weather.

#### **Contractors, Suppliers & Building Services**

- Coordinate contractors and suppliers, including access, attendance, compliance and documentation.
- Manage maintenance contracts and servicing of non-theatrical building systems with relevant colleagues.
- Receive deliveries safely and support venue resets, furniture moves and event setups.

#### **Health, Safety, Security & Statutory Compliance**

- Lead the development, implementation and monitoring of health and safety policies, procedures and safe systems of work.
- Lead fire safety, emergency and business continuity arrangements, including risk assessments, evacuations, exercises and training.
- Ensure compliance with all relevant health and safety legislation, regulations and approved codes of practice.
- Conduct safety inspections and compliance checks.
- Monitor health and safety performance and report on compliance, trends and improvement actions.
- Maintain counterterrorism and protective security procedures, working with teams on incident response.
- Investigate accidents, incidents, near misses and dangerous occurrences and ensure appropriate corrective actions are implemented.
- Promote a positive health and safety culture throughout the company.

#### **Keyholding & Operational Duty**

- Manage keys, authorised access and sensitive information, and complete opening and closing duties.
- Coordinate monthly site rotas alongside colleagues
- Participate in the out-of-hours rota and respond to urgent facilities or building issues.
- Work flexibly around operational needs, including evenings, weekends, Bank Holidays with appropriate notice.

#### **Teamwork, Customer Service & General Responsibilities**

- Contribute to operational planning, service improvement and the mobilisation and ongoing operation of the Culture House.
- Collaborate with colleagues, stakeholders and partners to support cultural activities and organisational objectives throughout the company.
- Represent Magna Vitae professionally and provide a welcoming service.
- Follow organisational policies and undertake other duties appropriate to the role.

## PERSON SPECIFICATION

Candidates are required to explain how they meet each of the following criteria. This should be done using the blank section of the application form.

As well as using relevant experience gained from present or previous employment, you can also draw on any skills from community or voluntary work, leisure interests and the home.

For each requirement please also state how you have gained the skills and experience necessary to do the job.

Remember - Assumptions will not be made about the skills and experience you have. If you do not tell us, we do not know. The company may use appropriate testing as part of the selection process.

| JOB REQUIREMENTS & KEY CRITERIA            |                                                                                                                                                               | Essential/<br>Desirable |
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| <b>Experience /<br/>Knowledge / Skills</b> | Experience of a similar facilities, maintenance, building operations or venue duty role.                                                                      | E                       |
| <b>Experience /<br/>Knowledge / Skills</b> | Proven competency and confidence in the use of computers and basic IT systems, including electronic records, checklists and reporting systems.                | E                       |
| <b>Experience /<br/>Knowledge / Skills</b> | Proven competency and confident application of DIY and practical maintenance skills.                                                                          | E                       |
| <b>Experience /<br/>Knowledge / Skills</b> | Understanding or practical experience of Health & Safety, risk assessments, safe systems of work and compliance monitoring.                                   | E                       |
| <b>Experience /<br/>Knowledge / Skills</b> | Understanding or experience of building safety systems, including fire alarm testing, emergency lighting, firefighting equipment and evacuation arrangements. | D                       |
| <b>Experience /<br/>Knowledge / Skills</b> | Experience of managing or maintaining maintenance logs, asset/equipment records, stock records, inspection records or similar documentation.                  | D                       |
| <b>Experience /<br/>Knowledge / Skills</b> | Experience of supporting cleaning, housekeeping, waste management and general building presentation standards.                                                | D                       |
| <b>Qualifications /<br/>Training</b>       | First Aid trained.                                                                                                                                            | E                       |
| <b>Qualifications /<br/>Training</b>       | IOSH Qualified.                                                                                                                                               | E                       |
| <b>Qualifications /<br/>Training</b>       | SIA Trained / registered.                                                                                                                                     | D                       |
| <b>Qualifications /<br/>Training</b>       | IPAF Trained/qualified.                                                                                                                                       | D                       |

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| <b>Qualifications / Training</b> | Hold a Full Clean Driving License.                                                                                                                  | E |
| <b>Personal Qualities</b>        | Excellent team player, with a proactive approach.                                                                                                   | E |
| <b>Personal Qualities</b>        | A willingness to undertake further training relevant to the position.                                                                               | E |
| <b>Personal Qualities</b>        | Demonstrate a good level of physical capability for day-to-day tasks, including routine building checks, set-ups and practical maintenance duties.  | E |
| <b>Personal Qualities</b>        | Able to work in a self-motivated way, under pressure and to tight deadlines, while prioritising competing operational and maintenance requirements. | E |
| <b>Personal Qualities</b>        | Good verbal and written communicator, with strong organisational and administrative skills.                                                         | E |
| <b>Personal Qualities</b>        | To be an ambassador of the venue and provide a professional, welcoming service to customers, colleagues and visitors.                               | E |

## FURTHER INFORMATION ABOUT MAGNA VITAE

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| <b>Our Purpose</b>                         | <p>As a Charitable Trust our mission is to provide an extraordinary range of cultural, leisure and health related facilities and services that allow local people to lead a great life.</p> <p>We will develop and sustain a thriving and successful culture and leisure business that encourages innovation and expansion to maximise the opportunities for the community we serve. We are regulated by both the Charities Commission and Companies House, with any profits we make being re-invested to continually develop and improve services for the people of East Lindsey.</p> <p>Magna Vitae is a Partner to East Lindsey District Council which provides significant financial support for the work we do.</p> |
| <b>Our Vision</b>                          | Our VISION is to improve the wellbeing of our community, enabling people to live great lives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Our Values</b>                          | <ul style="list-style-type: none"> <li>• We are in this together</li> <li>• We embrace change</li> <li>• We are always learning</li> <li>• We celebrate differences</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Benefits of working for Magna Vitae</b> | As a new company we are looking to recruit talented people to join our established teams. You will also benefit from some of the best terms and conditions in the leisure field including a competitive salary and a generous employer pension scheme. We look forward to receiving your application.                                                                                                                                                                                                                                                                                                                                                                                                                    |