

WORKING WITH US!

Help Wiltshire Creative achieve the vision of enriching the cultural and creative life of Salisbury and Wiltshire.



**SALISBURY
ARTS CENTRE**
PART OF WILTSHIRE CREATIVE

**SALISBURY
INTERNATIONAL
ARTS FESTIVAL**
PART OF WILTSHIRE CREATIVE

INCORPORATING

**SALISBURY
PLAYHOUSES**
PART OF WILTSHIRE CREATIVE

About Wiltshire Creative

Wiltshire Creative is a multi-arts organisation that brings together the energy and ambition of Salisbury Playhouse, Salisbury International Arts Festival and Salisbury Arts Centre. It is an ambitious and innovative joint arts offer that secures a bright future for audiences, artists and participants.

Our Vision

To enrich the cultural and creative life of Salisbury and Wiltshire.

Our Mission

To create and present a dynamic and inclusive range of cultural experiences for the people of Salisbury, Wiltshire and beyond, including our role as a Southwest hub for talent development and learning and participation.

Our Values

Creative, Inclusive and Ethical

You can find out more about us through our website and social media channels: <https://www.wiltshirecreative.co.uk/>

Follow us: @WiltsCreative



About the role

Job Title:	FACILITIES ADMINISTRATION ASSISTANT
Responsible to:	FACILITIES MANAGER
Main relationships:	CARETAKING & CLEANING SUPERVISOR, OPERATIONS MANAGER, OPERATIONS DIRECTOR

The Facilities Administration Assistant provides general administrative support to the Facilities team at Wiltshire Creative, supporting the booking and management of routine maintenance across both sites. They will maintain our building compliance records ensuring the tracker is kept up to date on all periodic maintenance carried out onsite.

The role involves liaising with other departments and internal stakeholders to understand their needs and ensure that routine maintenance and service visits are booked in without impacting other activity onsite.

Key responsibilities

Administration & Recordkeeping

- To co-ordinate weekly, monthly and annual maintenance at both premises ensuring that assets and equipment are serviced regularly and maintained to meet compliance requirements.
- To log progress on all repairs to building fabric and systems.
- To store and keep up to date all records of building compliance, relating to both sites, both digitally and in hard copy forms.
- To assist the Facilities Manager in researching and planning improvements and replacements for plant and building infrastructure.
- To arrange and monitor contractor callouts and continuously developing the database of contractors to achieve best value.
- To maintain records of regular tests to the buildings' fire and intruder alarm systems where required.
- To assist the Facilities Manager in managing maintenance contracts, including regular reviews of existing contracts.
- To assist with monitoring energy usage, being aware of the sustainability goals set by the company, working with the Facilities Manager and Sustainability Champion to implement any changes.
- To assist the Facilities Manager with tracking of expenditure.
- To assist with the management of contractors onsite, ensuring that they are signed in, briefed and, if required, shown to their point of work.

Health & Safety

- To support with updating documentation relating to health and safety, including COSHH records and fire evacuation procedures.
- To act as 'appointed person' for First Aid, maintain adequate levels of first aid consumables at both ensuring that they are sourced and distributed appropriately.
- To facilitate periodic testing of water systems and ensure that unsatisfactory results are escalated to the Facilities Manager.
- To be fully conversant with the company's Health and Safety policy and, where possible, attend regular Health and Safety meetings.

General

- To always act in the best interests of Wiltshire Creative
- To take positive action to promote Equal Opportunities in all aspects of the work of Wiltshire Creative
- To agree to abide by Wiltshire Creative's policies, as set out in the Staff Handbook
- To maintain confidentiality in all areas relating to Wiltshire Creative
- To maximise income and minimise expenditure wherever possible
- To be flexible and to undertake any other reasonable duties as requested by Management

About you

- Excellent administrative skills and the ability to be organised within a busy work environment
- Strong communication skills and the ability to build relationships with colleagues and external contractors
- A can-do approach to problem solving
- IT skills in order to use record keeping and scheduling tools effectively
- A First Aid qualification or willingness to achieve one

Terms and Conditions

Salary	£25,500 pro rata (£12,750 for hours worked)
Type of Contract	Permanent, Part Time
Location	Salisbury (Playhouse or Arts Centre)
Hours of work	20 per week, usually Monday to Friday 9.30am – 1.30pm
Holiday	28 days per annum pro rata, rising in line with length of service
Benefits	<ul style="list-style-type: none">• Wiltshire Creative offers a pension scheme through People's Pension, whereby contributions will be deducted from your salary and are currently matched by Wiltshire Creative up to 3% of salary. Wiltshire Creative is legally obliged to auto-enrol all eligible employees into this scheme after three months' employment, although the employee has the right to 'opt out'.• Complimentary tickets for in-house shows• Invitations to press nights• Occasional ticket offers on visiting shows• Discount in our bars and cafés• Wellbeing activities• Employee Assistance Programme• Training and development opportunities• Cyclescheme• Computer Scheme• Interest-free travel season ticket loans <p>Full details are available upon request</p>

How to apply

The closing date for applications is Monday 12th May 2025.

Thank you for your interest in this post. We strive to make our recruitment process accessible for all. If we need to make any adjustments to allow you to fully participate in our recruitment process, please contact our friendly admin team on recruitment@wiltshirecreative.co.uk or 01722 320117, and they will be more than happy to help. Adjustments could include, but are not limited to,

- Providing the application pack in a different format (e.g. hard copy, PDF, large print, audio)
- Enabling you to submit your application in a different form (e.g. audio, video)
- Making arrangements to facilitate your participation in an interview should you be shortlisted

We are keen to have all ethnicities, faiths, genders, sexualities, and disabilities represented in our organisation, and actively encourage applications from people of all backgrounds. We guarantee to interview all d/Deaf and disabled applicants who meet the essential criteria for this vacancy.

Before you apply

Please read the Job Description and Person Specification carefully before you apply and use these to inform your application. If you have any questions, or if you wish to have an informal conversation with us before applying, please contact our friendly admin team on recruitment@wiltshirecreative.co.uk or 01722 320117.

How to apply for this post

To apply, please complete our application form (downloadable from our [website](#)) and send it to recruitment@wiltshirecreative.co.uk, with the job title in the subject line. Hard copies are available on request. Please note that we will NOT accept CVs.

We are happy to accept applications in different formats as noted above. Please get in touch if you would like to discuss this.

Please also complete our [Equality, Diversity and Inclusion Monitoring Form](#). A hard copy of this form is available on request. We ask for this data to monitor who our job adverts are reaching and who is applying for our roles. The data submitted is completely anonymous and will only be seen by the administration team and used to analyse the progress of our Equal Opportunities policy. Your answers will not be linked to your application form in any way and will not be seen by the shortlisting or interview panels.

What's next?

Shortlisted candidates will be invited to an interview. The proposed interview dates are 21st and 22nd May 2025. Please let us know in your application if you are not available at this time as we hope to be flexible.

After the interviews, the selected candidate will be contacted and a conditional offer of employment will be made, subject to satisfactory references. Assuming we haven't done so already, we will then contact your referees and keep you updated of the progress. We will endeavour to inform you within 3 weeks of the closing date if your application has not been successful.

Data Protection

The information you give in your application will be used to create a shortlist for interviews. Any data about you will be held securely, with access restricted to those involved in dealing with your application as part of the recruitment process. Your application will be kept on file for a maximum of six months and then destroyed. Should any job opportunities for which we think you may be suitable arise within the six-month period, we may send you details about the vacancy. We may also contact you for feedback on our recruitment processes.