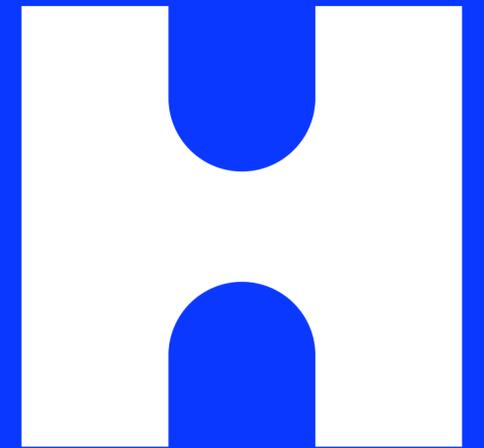
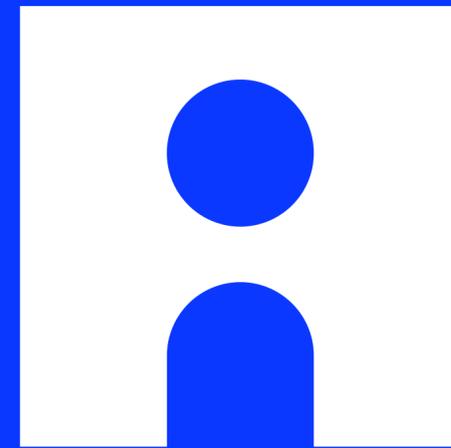
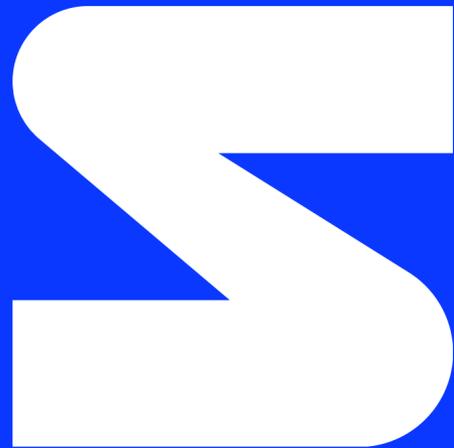


# Bricks

## Facilities Coordinator



ST  
ART  
HOUSE'S  
HOUSE

Job Pack



# Job Details

## **Position:**

Facilities Coordinator

## **Responsible to:**

Head of Programme (St Anne's House)

## **Responsible for:**

Occasional volunteers

## **Salary:**

£30,000 Pro-rata

## **Hours:**

30 hours per week (to be worked over 4 days, including Fridays and some weekends as needed)

## **Pension:**

3% Nest Pension after probation period

## **Annual Leave:**

25 days plus statutory bank holidays, pro rata

## **Probation Period:**

3 months

## **Location:**

St Annes House, St Annes Road, St Annes  
Bristol, BS4 4AB

## **Contract:**

Salaried, PAYE, Initially 12 months fixed term,  
with potential to extend.

# Application

## **Applications Open:**

10 February 2026

## **Deadline for applications:**

9 March 2026, 11.30pm

## **Candidates notified of shortlisting:**

11 March 2026

## **Unsuccessful applicants will be notified by:**

16 March 2026

## **Interviews:**

18 March 2026

## **Proposed start date:**

As soon as possible

# Bricks & St Anne's House

## Bricks

Bricks is a Bristol based social enterprise and charity that works with local and creative communities to programme collaborative activities and secure the spaces our communities need to thrive in the long term.

We work to local ambition, love partnerships, and believe that culture and creativity have a strong role to play in shaping civic life.

We currently deliver on our mission via our flagship projects St Anne's House, and Bricks Public Art & Creative Infrastructure Agency, with plans to expand this group with new projects, enterprises, and sites. We formed in 2019 as a charity, and took on the lease of St Anne's House in 2021.



# Bricks & St Anne's House

## St Anne's House

St Anne's House (SAH) is a creative community hub grown from the ambitions of the communities of St Anne's and the creative communities of the West of England.

At St Anne's House you will find creative and community projects, rooms to hire, youth projects, community cafe, cooperatively run gym, community sauna, play therapy, social prescribing, artist studios, coworking, artist project space, rehearsal space, wellbeing therapy rooms, ceramic studios, and much much more.

Some of this is delivered by Bricks, other parts are run by long-term tenants, others by a wide range of people, projects and communities that use our ground floor spaces flexibly.

Our aim is to build community resilience, foster connections, grow local talent, inspire creativity, and provide a space to test out new ideas.

We are working to secure the long term community asset transfer of the building to Bricks, this transfer will unlock the opportunity to run a capital development programme to retrofit the building and secure its future use and viability.



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# The Role

Our flagship creative infrastructure project, St Anne's House (SAH), is a 25,000 sqft former office building, co-designed with local residents and creative communities as a thriving creative and community hub.

This role ensures the building remains safe, welcoming, and fully functional, overseeing health and safety, risk management, maintenance, and small capital improvements.

As the key point of contact for building users, contractors and external partners, the role balances relationships, operational needs and ensuring comfort, usability, and accessibility. This is a hands-on role that combines day-to-day facilities management with forward looking planning to keep St Annes House thriving for everyone who uses it.



# Responsibilities

## Compliance & Risk Management

- Maintain and oversee the Risk Assessments, ensuring actions are identified, implemented, and monitored.
- Ensure Fire Risk Assessment is up to date and we are compliant and any additional risk assessments required to inform and support the overall operational risk framework.
- Manage a programme of daily, weekly, monthly, quarterly, and annual statutory and operational checks.
- Work with Tenants and Administration Coordinator to ensure tenants risk assessments are completed, up to date, and appropriate.
- Ensure all teams and tenants comply with St Annes House risk assessments, policies, and agreed control measures.
- Work in partnership with the Head of Finance and Operations to ensure compliance with the terms of the lease and all relevant agreements relating to building safety and operations, including those with Bristol City Council and insurers.



# Responsibilities

## Facilities

- Ensure St Annes House is a safe, well maintained, and welcoming place to visit and work.
- Carry out regular inspections to identify cleanliness, safety, and maintenance requirements
- Responding to maintenance problems as and when they arise.
- Arrange and oversee repairs and planned maintenance with external contractors, in line with Bricks' procurement policy.
- Work collaboratively with the Head of Finance & Operations to develop, review, and implement policies and procedures relating to building operations and facilities management.
- Take responsibility for the effective operation and maintenance of all building systems, including utilities, lifts, boilers, IT, phones and comms infrastructure, security systems, CCTV, and waste management.
- Ensure equipment and furniture are maintained, repaired, or replaced as required.
- Act as the lead point of contact for security and access control matters, liaising with security providers and the police when necessary.
- Liaise with the wider team to ensure the building is adequately set up for hires, events and various forms of uses.
- Lead on heating and energy management for St Annes House
- Manage cleaning contractors, maintaining checks on cleaning standards.

# Responsibilities

## Social Enterprise and Development

- Support the Head of Finance & Operations to identify, pilot, and test new social enterprise opportunities that generate both social impact and financial surplus for Bricks and St Annes House.

## Capital and Building Improvements

- Lead on short-term capital works and building improvements, including enhancements to hireable spaces and the implementation of improved security measures.
- Work with Head of Finance & Operations to develop and maintain a prioritised schedule of planned maintenance and identified “nice to have” improvements,
- Continue to deliver action arising from WECIL’s Access Audit, working to improve accessibility across the building.
- Support the planning and development of major capital improvements and building changes scheduled over the next five years.

## Equipment

- Maintain Bricks and St Annes House equipment, keeping a register of equipment and maintenance working.
- Coordinating PAT testing of equipment belonging to Bricks and used by tenants.

## Finance

- Support the Head of Finance & Operations in the development and setting of budgets related to St Annes House operations and building management.
- Manage St Annes House building related expenditure, ensuring costs are monitored, controlled, and kept within agreed budgets.

## Other duties

- Other duties relating to the post as mutually agreed.
- Supporting the wider Bricks team to meet the charities objectives.
- Being the first point of contact for out of hours emergencies.

# Person Specification

## Essential

- Previous experience in a role managing a building or facilities
- Experience of coordinating contractors
- Proven ability to communicate effectively with a wide range of people
- A working knowledge of fire, health and safety, risk assessments and the statutory obligations relating to these areas.
- A confident self-starter, able to take the initiative and work independently
- Welcoming and approachable
- Able to work under pressure and think on your feet
- Willingness to work flexibly

- A confident self-starter, able to take the initiative and work independently

## Desirable

- Comfortable with Google Workspace suite
- Experience managing and tracking projects
- Experience of undertaking hands-on repairs and maintenance tasks
- Experience of budgets and day to day financial management
- Experience recruiting and working with volunteers
- A local connection to St Anne's and the surrounding area, or good knowledge of local networks
- Good understanding of inclusion and diversity with the commitment to applying these in practice

# ST ANNE'S HOUSE



BROMPTON

# Equality and Diversity

Bricks strives to promote equality and diversity at all levels of our team. We are committed to equality of opportunity, to being fair and inclusive in our ways of working, and to being a place where all belong.

We therefore particularly encourage applications from you if you are from a background that is underrepresented in the sector, for example if you are from a community that experiences racism or you are a disabled person (as defined by the Equalities Act 2010), you did not go to University or had free school meals as a child.

We believe our work will be stronger with greater diversity and want to welcome the whole person to work.

Our staff are not appointed to represent specific groups or organisations, but to represent themselves and their own experiences and perspectives.



# How to apply

## Pre application

- If you require this job description in another format please contact us: [hr@bricksbristol.org](mailto:hr@bricksbristol.org)
- FAQ will be listed on [this live document](#)
- If your question is not answered on the FAQ document, please email [hr@bricksbristol.org](mailto:hr@bricksbristol.org) with your question.

## Please can you also fill in our

- Monitoring form [here](#)

*This is anonymous and kept separate from your application*

## Feedback

We welcome feedback on how we can improve our recruitment processes, you can do this via email to [hr@bricksbristol.org](mailto:hr@bricksbristol.org) or via this anonymous form: [here](#)

## Application

- Application Form [here](#)
- To be shortlisted for interview you'll need to demonstrate how you meet each of the essential criteria in the Person Specification within the personal statement section of your application
- On occasion we will receive high numbers of applications, we may then shortlist against the desirable criteria along with the essential criteria, so if you can, please demonstrate how you meet this in your application
- Your availability for a start date
- You can view a copy of our applicants privacy notice [here](#)

*You can use video/audio as part of your application in place of a cover letter, which can be up to 5 minutes long.*



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