Bricks
Head of Facilities & Capital



ST ANNE'S HOUSE

Job Pack

Job Details

Position:
Head of Facilities & Capital
Responsible to:
CEO
Responsible for:

- Sauna Operations Managers
- SAH Facilities Manager
- SAH Administration and Tenant Coordinator
- Cleaner

Salary:
£42,400 FTE pro rata (£33,920 actual)
Benefits:

- Nest Pension after probation period
- Bristol Community Sauna Membership
- Cycle to work scheme

Hours:
30 hours per week. Some hours will be required outside of Monday to Friday (9am to 5pm) which can be recovered via TOIL.
Annual Leave:
25 days plus statutory bank holidays, pro rata

Probation Period:
5 months
Location:
St Annes House, St Annes Bristol, BS4 4AB
Some hybrid/home working possible.
Contract:
Permanent

Application

Applications Open:
Tuesday 10th November 2026
Deadline for applications:
Monday 7th December 10am
Candidates notified of shortlisting:
Tuesday 8th December
Interviews:
Monday 14th December

Bricks

Bricks is a Bristol based charity with a mission to build the resilience of Bristol's creative, local and social enterprise communities in ways that are creative and mutually supportive. We believe that creativity is a powerful tool for social change and that everyone should be able to access this directly within their neighbourhood and have a voice in shaping it.

We programme collaborative activities, commission public art, codesign the future use of creative and social infrastructure spaces and take on the long term management of those spaces to build community wealth and wellbeing. We want to ensure that spaces for people and ideas to meet are created and protected for generations to come, and that Bristol is a place where new and existing communities thrive together.

Our approach has at its core the idea of Companion Planting, the colocation of different social uses and communities to multiply mutual benefit - both through the cross pollination of ideas and cross subsidy of income models.

We currently deliver on our mission via our St Anne's House, Bricks Public Art, and Bricks Creative Infrastructure Agency, with plans to expand this group with new projects, enterprises, and sites.



St Anne’s House Capital Programme

Bricks is at a key moment in the development of St Anne’s House, our flagship creative infrastructure project. We are in the process of purchasing the freehold of the building and bringing it into charity ownership for the long-term.

This purchase will unlock the forthcoming programme to retrofit the building and ensure a sustainable future for this much loved creative community hub.



Teal

The Role

This is a new senior role responsible for the strategic management and development of the facilities operated by Bricks, including St Anne's House and Bristol Community Sauna. The role will ensure our buildings are safe, accessible, welcoming, well-maintained and financially sustainable, while supporting the facilities needs of future spaces as they come into operation.

The role will also lead Bricks major capital and retrofit programme for St Anne's House, working with colleagues, consultants, contractors and stakeholders to ensure the building is fit for the future and supports Bricks' charitable, environmental and commercial ambitions.

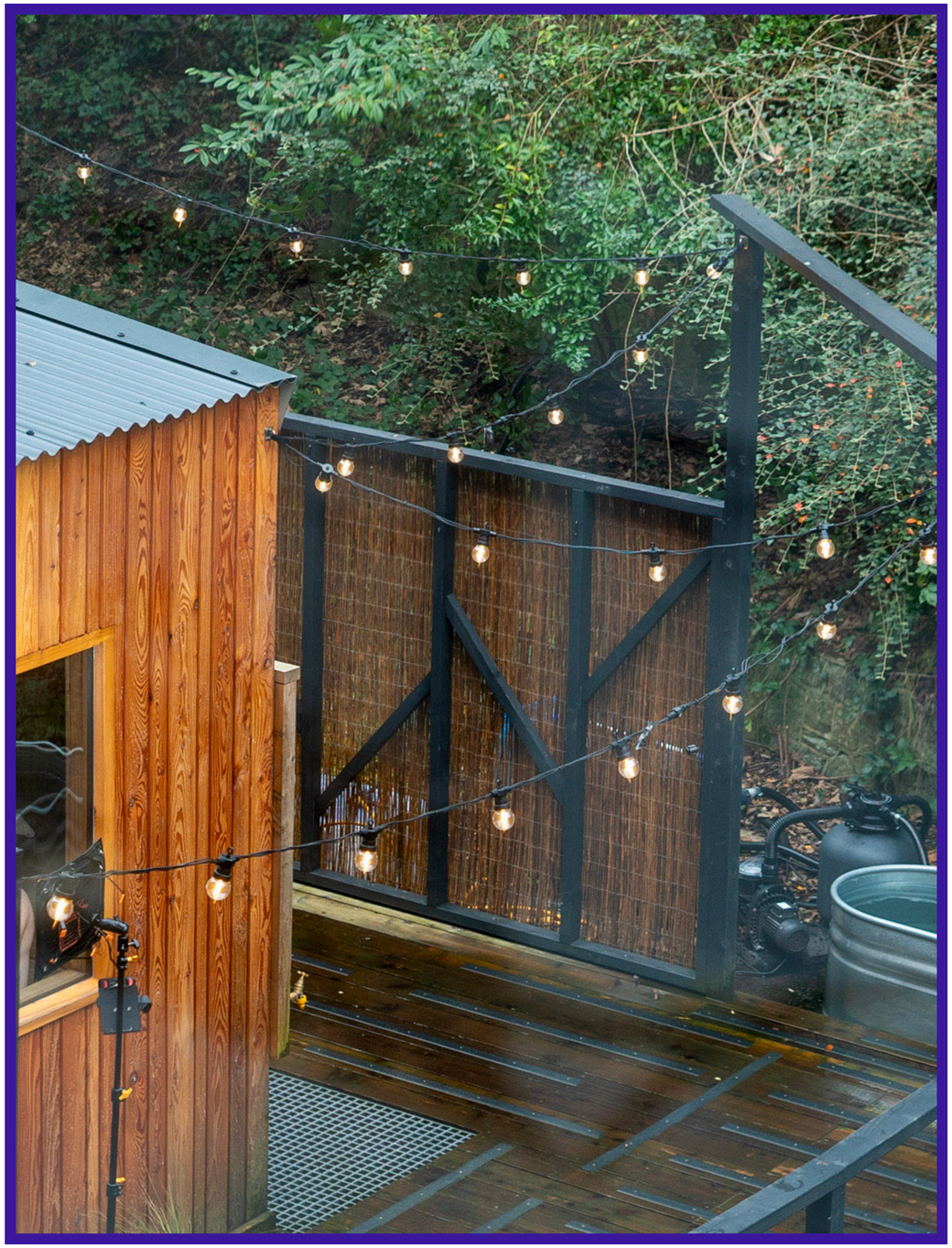
Where the Role Sits

This role sits within the wider Bricks and BCS team, working alongside colleagues across operations, finance, community programmes and partnerships. To see how the role fits into the organisation and who you would be working with, you can view our current **Team Organogram here.**

Responsibilities

Facilities Management & Estates

- Provide strategic oversight of Bricks' facilities, including St Anne's House and Bristol Community Sauna as well as future spaces, ensuring they are safe, welcoming, accessible, well-maintained and financially sustainable.
- Line manage and support the Facilities Manager, providing direction and oversight of day-to-day building operations, repairs, health and safety checks, maintenance, contractors and building systems.
- Track and manage the condition and future needs of Bricks' buildings, including heating, roof, windows, access, security and other critical infrastructure.
- Lead the development and annual review of facilities policies, procedures and planned maintenance schedules.
- Ensure appropriate systems are in place for utilities, waste, access, CCTV, lifts and other building services across existing and new Bricks buildings.
- Plan proactively for major maintenance and infrastructure risks, including contingency planning for critical systems and potential failures.
- Oversee Bricks' IT systems and infrastructure, ensuring they are reliable, secure and fit for purpose.



Responsibilities

Capital Programme

- Lead Bricks' capital programme for the retrofit and development of St Anne's House, working with the CEO, SMT, trustees, consultants, contractors and other stakeholders.
- Manage and coordinate external consultants, contractors and professional advisers involved in capital works.
- Ensure capital projects are delivered safely, on time and within budget.
- Oversee smaller capital improvements and building development projects, including improvements to hireable spaces, access, security and other building infrastructure.
- Support fundraising applications and reporting relating to capital works, facilities and building development.
- Coordinate with team leading on Communications and Programme to engage communities and audiences in the capital programme.
- Maintain oversight of the building's capital needs and contribute to longer-term plans for St Anne's House.

Bristol Community Sauna

- Provide strategic oversight of facilities management at Bristol Community Sauna.
- Line manage Sauna Operations Managers (job share), providing direction and oversight of day-to-day operations, repairs, maintenance, contractors and building systems and Sauna Host management.
- Ensure appropriate arrangements are in place for site and systems maintenance, compliance, health and safety, contractors and operational processes.
- Support the ongoing development of the Sauna's facilities and contribute to its integration with Bricks' wider estate and processes.

Responsibilities

Compliance, Risk & Health and Safety

- Act as the organisation's appointed competent person for health and safety. Lead oversight of facilities compliance, risk and health and safety. This includes maintaining Bricks' health and safety policy and ensuring risk assessments are in place and regularly reviewed.
- Maintain and regularly review the organisational risk register, identifying emerging facilities, operational and building-related risks and ensuring appropriate action is taken.
- Oversee systems for daily, weekly, monthly, quarterly and annual building checks, inspections and compliance requirements.
- Ensure appropriate arrangements are in place for fire safety, first aid, accident reporting, safeguarding, data protection and other relevant compliance requirements.
- Ensure Bricks has appropriate insurance cover and operates in accordance with policy requirements.
- Support the Designated Premises Supervisor to ensure conditions of the premises licence are met.
- Ensure compliance with the requirements of leases and other agreements relating to Bricks' buildings.
- Lead on Business Rates and other relevant property-related statutory obligations.
- Lead on out-of-hours emergency cover and organise the on-call rota.

Responsibilities

Tenants & Workspace

- Line management of Administration and Tenant Coordinator
- Provide strategic leadership for Bricks' tenant relationships together with the Administration and Tenant Coordinator.
- Set and monitor tenant income, occupancy and retention targets.
- Oversee policies and processes for tenant recruitment, ensuring they support Bricks' financial, social impact and charitable objectives.
- Oversee tenant contracts, policies and the Workspace User Handbook, ensuring they remain appropriate and up to date.
- Ensure tenants meet relevant requirements relating to insurance, leases, contracts, risk assessments, health and safety and building use.
- Lead on complex or sensitive tenant issues, including compliance concerns, contractual changes and difficult conversations.
- Develop rent and income policies in collaboration with the CEO, Head of Finance and HR, Head of Finance and Trustees.



Responsibilities

Income & Social Enterprise Development

- Identify and test new opportunities to generate income and impact from Bricks' facilities, balancing income generation with accessibility and charitable objectives.
- Contribute to longer-term strategies for making St Anne's House financially and operationally sustainable.

Team Management

- Line manage the Facilities Manager and Sauna Operations Managers and provide clear objectives, support, supervision and development opportunities.
- Work collaboratively with colleagues across Bricks to ensure facilities support programme delivery, tenant needs, income generation and community use.
- Promote a positive culture of accountability, collaboration, inclusion and continuous improvement.

Finance, Forecasting & Budgeting

- Work with the Head of Finance & People, Head of Finance and budget holders to set, monitor and manage facilities, sauna, and capital works budgets.
- Oversee the Facilities Manager's, Administration and Tenant Coordinator's and Sauna Operations Managers' management of expenditure and ensure adherence to agreed budgets and financial controls.
- Identify financial risks and opportunities relating to buildings and facilities and ensure these are reflected in organisational forecasts.
- Contribute to wider organisational budgeting and forecasting as a member of the SMT.
- Support Head of Creative Infrastructure with modelling of new creative spaces, providing up to date cost projections for their facilities and maintenance requirements.

Responsibilities

Senior Management Team & Governance

- Join the Senior Management Team alongside the CEO, Head of Finance & People, Head of Finance, Head of Creative Infrastructure and Public Art, Head of Programme (St Anne's House).
- Act as SMT lead for the Operations and HR Subcommittee, working with the CEO and Chair to set agendas and ensure effective reporting and follow-up.
- Participate in other relevant Board and trustee subcommittees as required.
- Contribute to organisational strategy, planning and decision-making as a member of the SMT.
- Provide regular facilities, operations and capital programme reports to the CEO and Board of Trustees.
- Contribute to Bricks' annual report and other organisational reporting requirements.



Responsibilities

Sustainability, Social Impact & Evaluation

- Lead on Bricks Environmental Sustainability strategy, plan and measurement
- Contribute to Bricks' social impact reporting and evaluation, particularly in relation to facilities, tenants, operations and organisational development.
- Ensure that decisions about buildings and facilities reflect Bricks' charitable objectives and commitments to accessibility, inclusion, sustainability and community benefit.
- Use feedback from tenants, staff and building users to inform improvements to Bricks' facilities and services.

General Responsibilities

- Represent Bricks professionally with tenants, contractors, consultants, funders, partners, statutory bodies and other stakeholders.
- Promote equality, inclusion and accessibility across Bricks' buildings, facilities and operations.
- Maintain high standards of health and safety and ensure significant risks or deficiencies are escalated appropriately.
- Ensure records, contracts, compliance documentation and other relevant information are maintained appropriately and in line with data protection requirements.
- Undertake other reasonable duties consistent with the responsibilities and seniority of the role.

Person Specification

Essential

- Strong understanding of health and safety, risk management and compliance in a building or facilities context.
- Experience managing building, capital or retrofit projects, including budgets, timelines, contractors and external consultants.
- Strong knowledge of policies, procedures and legislation relating to the safe, compliant and effective operation of buildings.
- Experience managing tenanted or shared-use spaces and developing positive relationships with tenants and users.
- Experience of managing building maintenance, planned works, contractors and building systems.
- Experience of financial management, including budgets, forecasting and monitoring expenditure.
- Strong communication and relationship-management skills, with the ability to work effectively with staff, tenants, contractors, trustees and external stakeholders.

Desirable

We don't expect candidates to have experience of all of these areas. We're interested in hearing about relevant experience and transferable skills.

- Experience of running wellbeing, sports or health facilities.
- Experience managing or developing buildings from a similar period, particularly 1950's buildings.
- Experience of leading capital, retrofit or sustainability projects.
- Experience of improving accessibility and inclusion within buildings and facilities.
- Experience working in arts, community, cultural, charitable or social enterprise settings.
- Experience developing income-generating opportunities from buildings or shared spaces.
- Ability to manage competing priorities, identify risks and take a proactive approach to problem-solving.



How to apply

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 value diversity and inclusion, and we especially welcome applications from people who identify as LGBTQIA+, D/disabled or D/deaf, from the global majority or from working class backgrounds.



How to apply

Pre application

- If you require this job description in another format please contact us: hr@bricksbristol.org

- We welcome job share proposals, whether you're applying with a partner or on your own. Please let us know in your application if this is something

- We also recognise that candidates may bring stronger experience in either capital projects or facilities management, rather than both. We'd still love to hear from you, so please apply and tell us where your strengths lie.

- FAQ will be listed on this live document

- If your question is not answered on the FAQ document, please email hr@bricksbristol.org with your question.

Feedback

We welcome feedback on how we can improve our recruitment processes, you can do this via email to 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.

ST ANNE'S HOUSE