

A large choir is performing in a modern concert hall. The choir is arranged in several rows on a stage, with some members in the front wearing black outfits and others in blue. The hall has a curved wooden facade and large windows in the background. The lighting is warm and focused on the stage. The text "BRISTOL BEACON" is overlaid in white at the top of the image.

# BRISTOL BEACON

**Head of Facilities**  
Recruitment Pack  
February 2026

# Welcome

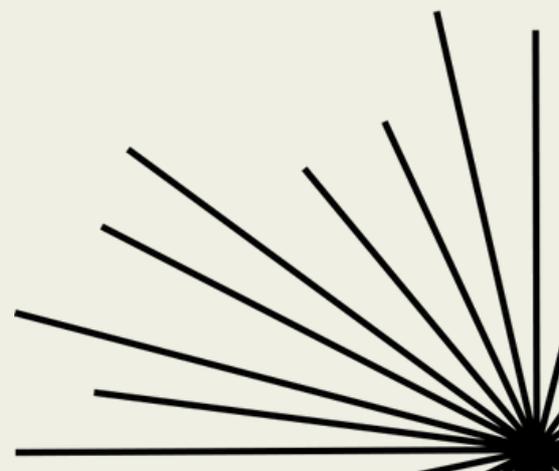
We're delighted that you are interested in finding out more about the role of Head of Facilities at Bristol Beacon.

After an acclaimed reopening of our transformed venue in November 2023, Bristol Beacon is now firmly established as a dynamic and creative force at the heart of Bristol's artistic and cultural offer, both through our live performances and from the extensive work performed by our creative learning and engagement teams. During the building transformation we have taken time to reflect, to listen and to remodel the whole organisation.

We are seeking an exceptional Head of Facilities to lead the planning, management, and performance of our buildings and teams, ensuring safe, efficient, compliant, and cost effective operations across the organisation.

Your leadership in shaping and delivering an exceptional facilities strategy will be central to creating safe, efficient, and inspiring environments that enable our renowned programme of live performances and creative learning to flourish. By ensuring every visitor, artist, and colleague experiences a welcoming, well run, and memorable space, you will play a pivotal role in supporting our mission. We hope you share our vision for Bristol Beacon and will feel excited, motivated, and energised by the opportunity to contribute to the future of this ambitious and unique organisation.

**We look forward to hearing from you.**



# Bristol Beacon

**Bristol Beacon is a music charity, renowned venue and award-winning music education hub.**

## **Our Mission**

We're here to help make space for music every day, with everyone. We do this through a remarkable programme of live music performance, participation and education.

## **Our Vision**

We believe that by creating space for incredible live music experiences, we create a more united and joyful society.

## **How we work**

We value the contribution that every one of us makes to achieving our mission and vision, and we commit to the following values and behaviours to make it happen.

- We collaborate with each other
- We are open and honest
- We always rise to a challenge
- We care for each other and ourselves
- We are proud of our work
- We are committed to inclusion
- We believe music can make a difference in the world

Music is at the heart of what we do, but we also host and co-create many other types of events from community group meetings to awards ceremonies, conferences, talks, stand-up comedy and lots more.

Bristol Beacon was originally built in 1867, and we have a long and fascinating heritage as a public space for the people of Bristol, including a rich social and music history.

We have also announced our sustainability commitment to become the first net zero concert venue in the UK by 2030.



## **Here's a taste of what we do**

[About Us](#)

[Our Transformation](#)

[Bristol Beacon - All Together Now](#)

[Bristol Beacon - BSL Guide](#)

# The Business Model

The business model is based on a balance between the three equally important areas of the business – the artistic programme, the education programme and the commercial programme. With no ongoing local authority revenue funding, this makes decisions around the balance of the programme critical for the success of the business. The programme is based on just under 50% own promotions with the rest made up of a curated programme of lettings and co-promotions. Operational efficiency is key to delivering a very varied programme in three highly flexible spaces. It also underpins the success of the business model to maintain show and commercial event margins.

We partner with two providers to deliver all our food & beverage services with a guaranteed minimum commission deal.

We have an annual operating turnover of circa £10.7m, of which 76% is earned income, 12% is public funding from the Department for Education in our role as the West of England Music Hub, 10% is fundraised income and 2% is public funding from Arts Council England as part of the National Portfolio.



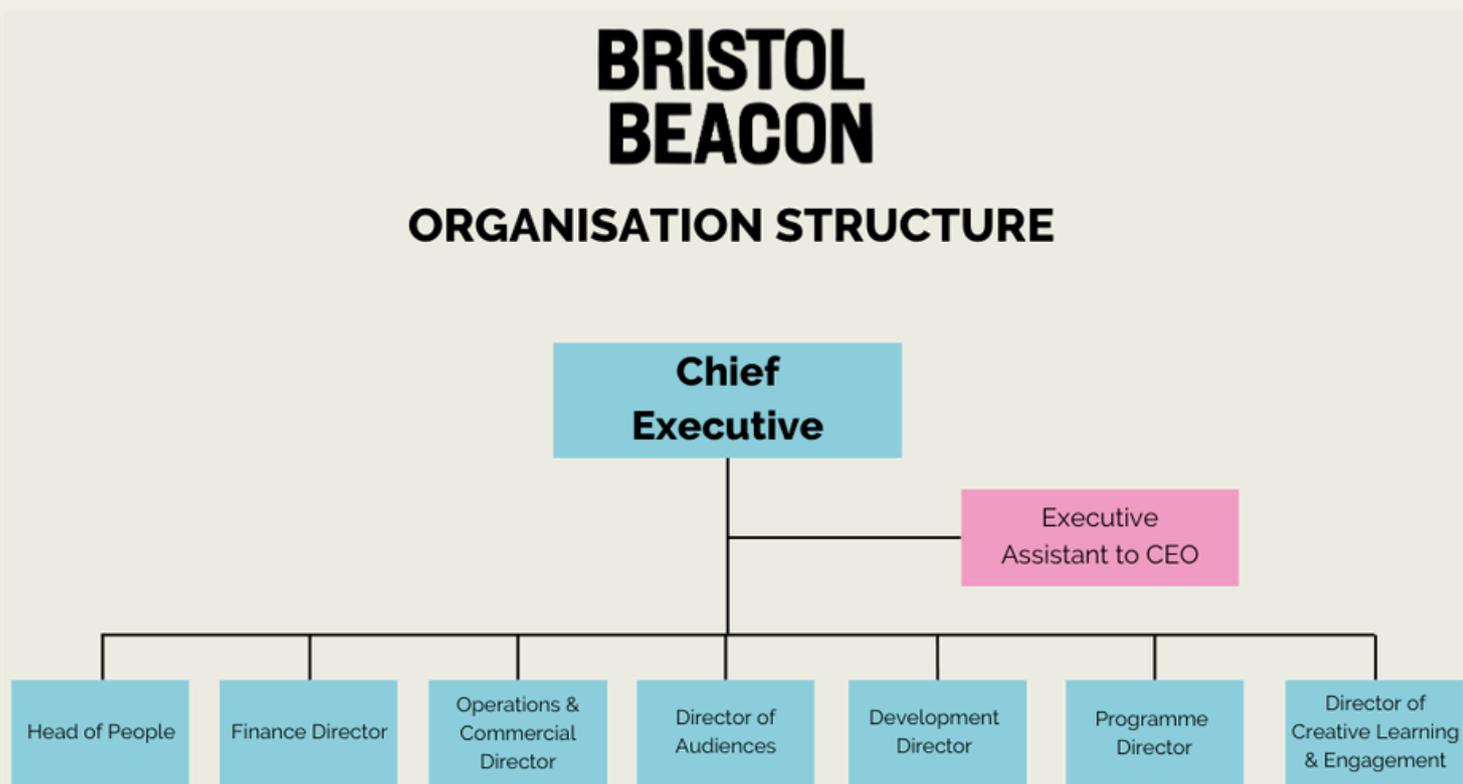
## Current Organisational Structure

We are chaired by the renowned broadcaster, writer and historian, Jonathan Dimbleby who is passionate about ensuring Bristol Beacon is a place that all can enjoy. When being appointed as Chair, he stated:

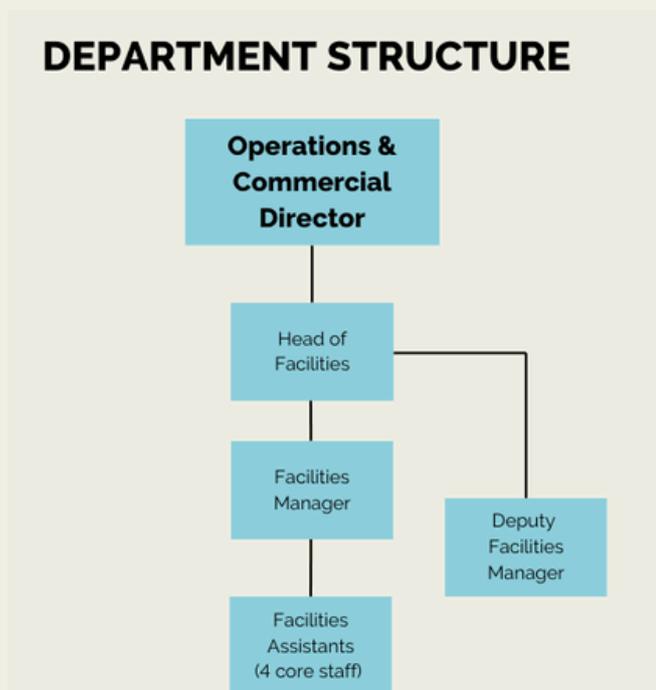
“At the start of this new era, I hope that everyone in Bristol will come to regard the Beacon as their musical ‘home’, a place that is open to all and at the service of all. With a wonderful new concert hall and a range of facilities that rival any in Britain – or indeed Europe – our task is to ensure that we offer a feast of musical delights for all ages, all cultures, and all tastes. I want the new Beacon to shine a light across the city and far beyond. I know that it can and that it will – which is why I am honoured to play my part in helping to meet this challenge.”

The Leadership Team structure shows the seven main divisions that report to the Chief Executive:

- Artistic Programming
- Audiences & Marketing
- Operations & Commercial
- Finance
- HR
- Creative Learning & Engagement
- Development



## DEPARTMENT STRUCTURE



## Who we're looking for...

In a venue hosting more than 700 events each year, your expertise in managing complex, high demand facilities will be essential to supporting our next chapter. You'll be a confident collaborator who works closely with colleagues, partners, and contractors to ensure our building enables us to deliver every event safely, smoothly, and to the highest standard. With a practical mindset, strong judgement, and a focus on continuous improvement, you'll help ensure our buildings and systems perform at their best. If you can lead with vision, inspire your team, and turn opportunities into results that strengthen our cultural and financial success, we'd love to hear from you.

## Purpose of the Role

The Head of Facilities is a new senior leadership role responsible for shaping and delivering Bristol Beacon's building management strategy. You will lead the development and implementation of a comprehensive maintenance and capital strategy - from routine PPM to major renewal projects - ensuring robust asset management, proactive planning, and full regulatory compliance across Bristol Beacon and Beacon Music Centre.

By driving effective maintenance programmes, robust contract management, and resilient operational practices, you will help maintain Bristol Beacon as a world class cultural destination capable of supporting high footfall and complex events. You will establish transparent tendering processes, oversee the performance of contractors, and embed industry best practice across safety, compliance, maintenance, and sustainability.

Reporting to the Operations & Commercial Director, you will provide leadership to the Facilities Manager, Deputy Facilities Manager, and the team of Facilities Assistants.

# Key Areas of Responsibility

## Strategic Leadership & Planning

- Lead the development and delivery of the organisation's long-term facilities, maintenance, and capital investment strategy for Bristol Beacon and Beacon Music Centre aligned with organisational objectives.
- Champion a culture of safety, sustainability, and continuous improvement across the facilities team and wider organisation.
- Build strong relationships with internal and external stakeholders to ensure facilities planning aligns with operational needs and organisational priorities.

## Operations & Estate Management

- Oversee all repairs, PPM schedules, and building infrastructure works, ensuring both sites are maintained to high standards and in line with lease obligations.
- Maintain expert oversight of all Building Management Systems, including ICT, fire, intruder, mechanical, electrical, heating, cooling and water systems.
- Manage building security, key-holding arrangements, and all access control systems.
- Procure and manage outsourced IT support services, including tendering, contract oversight, performance monitoring, and ensuring that IT provision meets operational and organisational requirements.

## People Leadership

- Lead, mentor, and develop the Facilities team, ensuring high performance, clear accountability, and a collaborative working culture.
- Ensure staff rotas support the operational and event needs of a busy multi-venue schedule.
- Line-manage the Facilities Manager and Deputy Facilities Manager supporting development, performance, and training.

## Financial & Contract Management

- Manage facilities budgets with strong financial control, risk identification, and cost efficiencies.
- Develop transparent procurement and tendering processes, ensuring value for money and high-quality contractor performance.
- Procure and manage all service contracts (e.g. electrical, HVAC, plumbing, IT, lifts, waste, cleaning, specialist systems).
- Maintain accurate asset information and contribute to ongoing asset management planning.

## **Compliance, Health & Safety**

- Provide operational leadership on fire safety as the organisation's Competent Person and support the Operations & Commercial Director in implementing H&S policy, training, and compliance.
- Ensure both venues meet all statutory requirements and best-practice standards across safety, maintenance, security, and building operations.
- Oversee risk assessments and method statements, ensuring regular emergency evacuation drills and statutory checks.

## **Sustainability & Organisational Strategy**

- Contribute to the Trust's environmental sustainability goals, especially energy efficiency and resource management.
- Advise senior leadership on facility-related issues and keep policies aligned with current legislation and best practice.
- Build and maintain strong relationships with Bristol City Council and other external bodies.

# **Person specification**

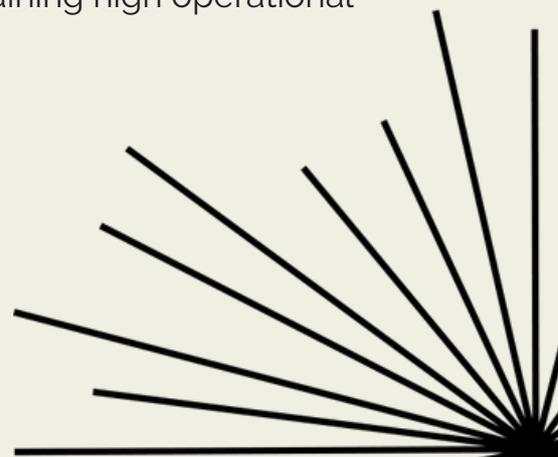
The role holder must have the following Core and additional Role Specific competencies:

## **Strategic Leadership & Planning**

- Proven ability to lead long-term facilities, maintenance, and capital planning aligned to organisational goals.
- Strong strategic judgement, balancing day-to-day operational demands with future needs.
- Ability to champion safety, sustainability, and continuous improvement across teams and the wider organisation.

## **Operational & Technical Excellence**

- Strong problem-solving skills and experience managing complex technical environments.
- Excellent organisational and logistical planning, particularly in live event or high-footfall settings.
- Ability to manage competing priorities while maintaining high operational standards with minimal disruption.



## **Communication & Collaboration**

- Excellent verbal and written communication skills, able to explain complex information clearly.
- Strong interpersonal skills, building productive relationships across departments and with external partners.
- Able to adapt communication style to different audiences and influence at all levels.

## **Financial & Contract Management**

- Strong financial literacy, with experience in budgeting, forecasting, and risk management.
- Skilled in procurement, tendering, negotiation, and achieving value for money.
- High attention to detail in contract oversight, service-level management, and asset planning.

## **Compliance, Safety & Risk**

- Strong knowledge of H&S legislation, statutory inspections, RAMS processes, and emergency procedures.
- Ability to act as Competent Person for fire safety and lead operational compliance.
- Confident ensuring organisational policies align with legislation and best practice.
- Skilled in risk identification, mitigation, and ensuring safe working environments.

## **Adaptability, Problem Solving & Judgement**

- Resilient under pressure, able to prioritise effectively and manage multiple concurrent workstreams.
- Flexible and solutions-focused, responding positively to changing circumstances or operational pressures.
- Able to generate ideas for improvement and manage ambiguity with confidence.

## **Customer Service & Stakeholder Experience**

- Builds strong relationships with internal customers, artists, audiences, and external users.
- Seeks and acts on feedback to improve facilities performance and user experience.
- Provides advice that leads to meaningful, high-quality outcomes.

## **Planning & Organisation**

- Excellent time management, able to plan ahead while responding to operational demands.
- Strong ability to map out sequences of actions, allocate resources, and deliver to deadlines.
- Able to plan both short-term operational priorities and long-term strategic objectives.

## **Personal Attributes**

- Calm, confident, and solutions-focused, particularly in high-pressure or fast-moving environments.
- Professional, trustworthy, and aligned with Bristol Beacon's values and charitable purpose.
- Forward-thinking, proactive, and open to innovation and new ways of working.
- Committed to creating safe, welcoming, and inspiring spaces for staff, artists, audiences, and communities.

# **Person specification**

## **Role Specific Competencies**

- Significant experience in senior facilities management across complex, high-footfall buildings or multi-site environments.
- Proven track record in developing and delivering long-term maintenance and capital investment strategies.
- Strong knowledge of mechanical, electrical, ICT, and Building Management Systems (including fire, intruder, HVAC, heating, cooling and water systems).
- Demonstrable experience managing planned and reactive maintenance programmes to high standards.
- Experience managing procurement, tendering and performance of contractors and service providers.
- Strong understanding of statutory compliance, health & safety legislation, fire safety responsibilities, and best-practice building operations.
- Experience delivering facilities operations in a public-facing environment, ideally within cultural, educational, or charitable sectors.
- Experience managing budgets, financial planning, and achieving cost efficiencies.
- Experience leading and developing teams, including managers, supervisors, and operational staff.

### **Role Specific Competencies**

- Outstanding communication skills, both written and verbal, with the ability to prepare compelling proposals and reports.
- Exceptional organisational and planning skills, able to manage multiple projects simultaneously.
- Problem-solving mindset with the ability to adapt quickly to changing circumstances.

### **The following is desirable**

- IWFM qualifications (UK) – Level 4–6
- NEBOSH or similar H&S qualifications.
- Experience working in a cultural or arts venue.
- Established network within the events and conference industry.
- Understanding of contractual, invoicing, and compliance processes.

### **Special Conditions**

Your role requires you to work flexibly to complete your duties, and you may, from time to time, be required to work alternative or additional day (including evenings, weekends and bank holidays) to meet the requirements of your role, and these hours will be agreed in advance between yourself and your line manager in accordance with the requirements of Bristol Beacon.

### **Other Duties**

The role holder will carry out any other duty that is reasonably required.

### **Your place of work**

Your usual place of work is Bristol Beacon, Bristol, but you may be required to work at other locations that are reasonably placed.

# Outline of Terms and Conditions

**Role:** Head of Facilities

**Salary:** £50,000 per annum

**Contract:** Permanent

**Hours:** Full-time, 37 Hours

**Annual Leave:** 24 days leave plus bank holidays, increasing by one day each year to 29 days after 5 years of continuous service

**Probationary Period:** 6 months

**Pension:** Bristol Music Trust operates a Salary Exchange (salary sacrifice) Pension Scheme with a 5% employer contribution, subject to a minimum employee contribution

**Relocation:** It is expected that the postholder will live within commutable distance of Bristol

Bristol Beacon recognise, respect and value individual difference. We are committed to the wellbeing of our staff, to developing a more diverse workforce and to being an Equal Opportunities employer by attracting diverse talent from sections of the community currently underrepresented in the culture sector.



## Next steps

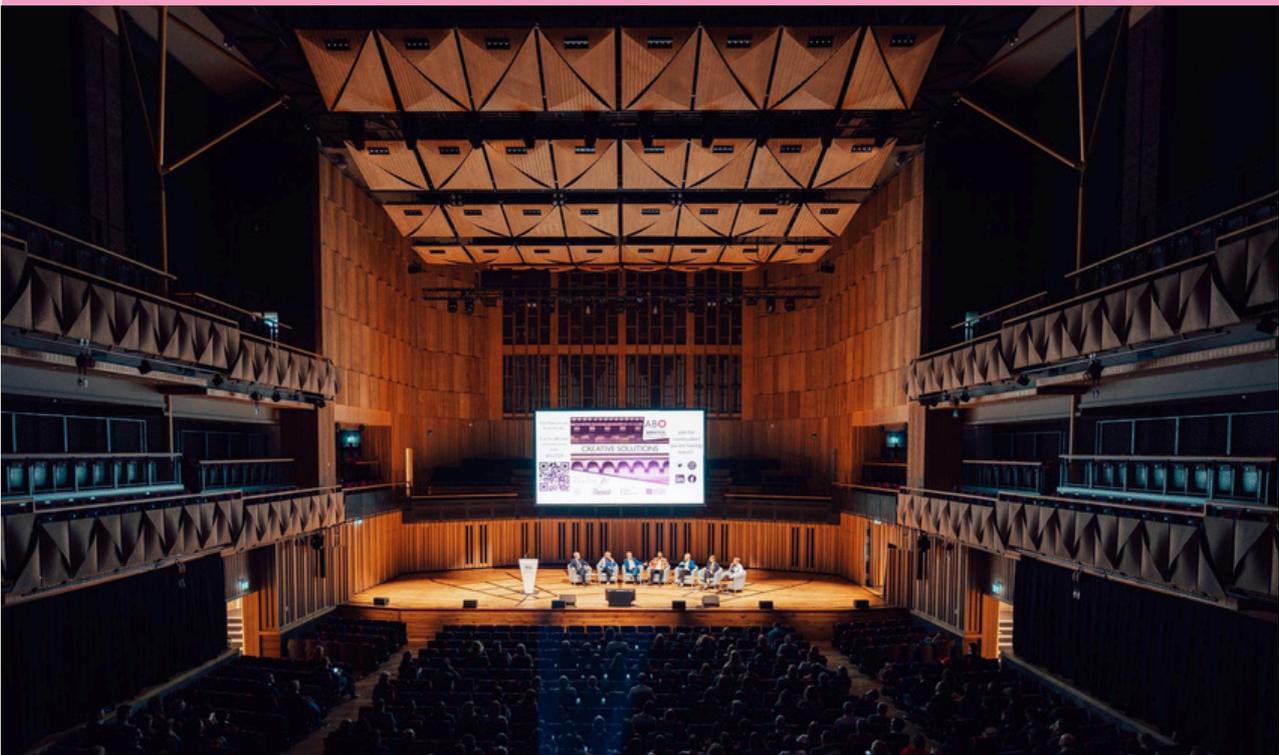
We are keen to hear from a diverse range of candidates; if you need to receive this recruitment pack in a different format, please contact our People Coordinator on 0117 440 7663 or email [hr@bristolbeacon.org](mailto:hr@bristolbeacon.org)

We're committed to being more representative, making space for a wider range of voices and lived experience within our leadership and workforce, and working collaboratively as we seek to make our organisation more inclusive.

Ensuring that our leadership reflects the diversity of the communities within which we operate is a key part of this, and so we're particularly keen to hear from people from a culturally and ethnically diverse background, from d/Deaf and Disabled people and from all of those who are under-represented in the cultural sector.

Reasonable adjustments will be made for applicants if required, please let us know if you have any access needs. Disabled applicants who meet the essential criteria for the role will be offered an interview.

If you would like an informal conversation about this opportunity, we would warmly encourage you to get in touch with James Kitto – Operations & Commercial Director who will be happy to discuss any questions you may have, please email: [james.kitto@bristolbeacon.org](mailto:james.kitto@bristolbeacon.org)



# How to apply

When you are ready to make your application:

- Please complete the application form (linked below) including in your personal statement why you want to head the Facilities team at Bristol Beacon, outlining the skills and experiences you would bring to the role, and how these meet the person specification.
- Complete the application form, up to the personal statement section and in place of your personal statement submit a 5 minute video (if you would like to send us a video, please email [hr@bristolbeacon.org](mailto:hr@bristolbeacon.org))

Please complete your application via the [StaffSavvy recruitment portal](#). For monitoring purposes, we also ask you to please complete the diversity monitoring information.

**Please ensure that you have completed your application via the Staff Savvy Portal by the closing date 9am Friday 27 March 2026.**

## Timeline

- Deadline for applications: **5pm Thu 26 Mar 2026**
- First round interviews: **Thu 16 Apr 2026**
- Second round interviews: **Thu 23 Apr 2026**

We recognise that this is a unique career opportunity, and we will ensure that our shortlisted candidates have ample opportunities to get to know Bristol Beacon and its team, and to find out more about our work with young people, artists and communities.

## Our principal supporters



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