



Facilities Manager, Eureka! The National Children's Museum.

Thank you for your interest in Eureka!

This job pack provides everything you need to know to apply for this role and what it means to be part of the team at Eureka!

In this pack you'll find:

- Who we are
- Our values
- Information about Eureka! The National Children's Museum
- The role profile and person specification

Who we are

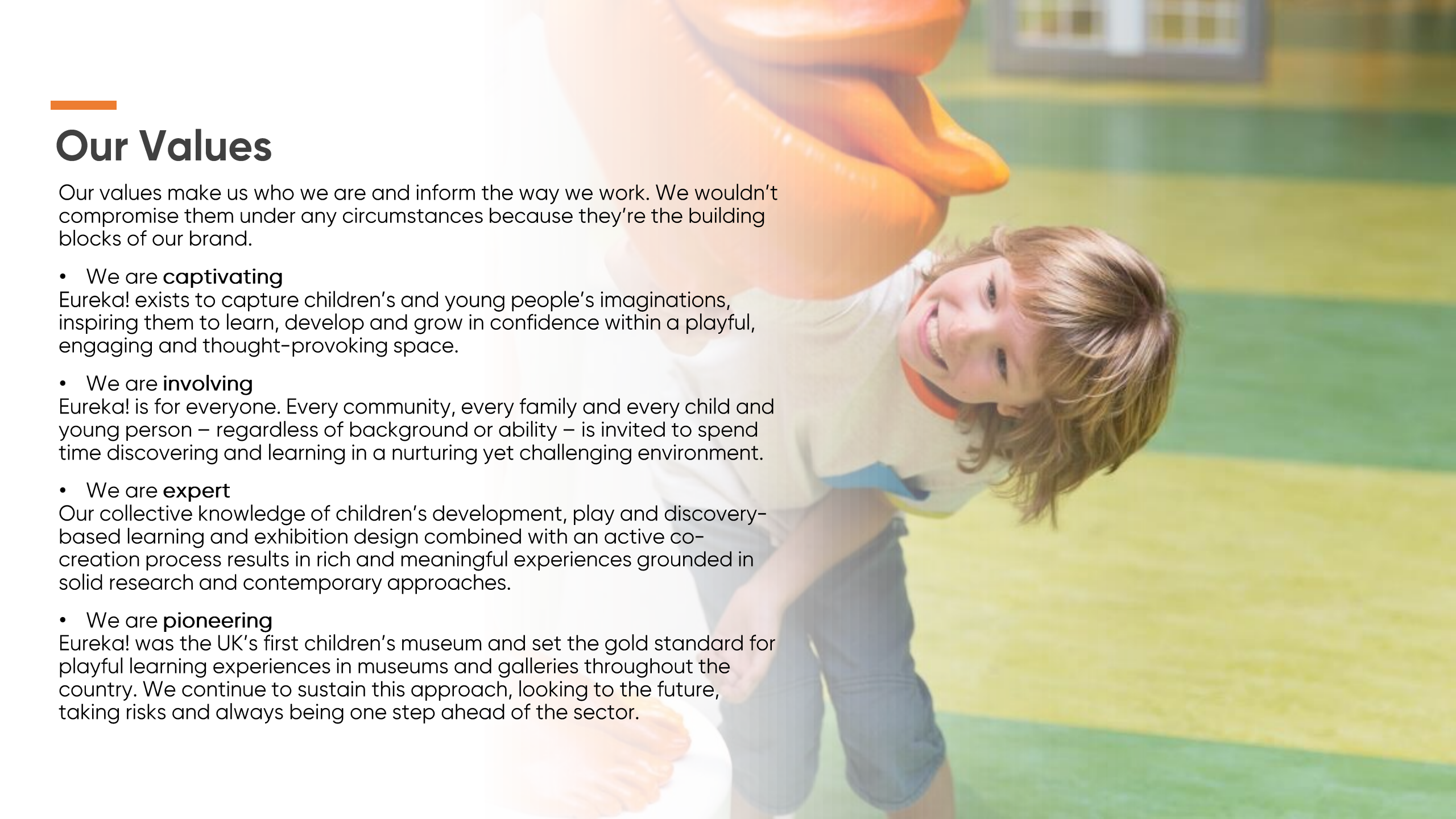
Eureka! is a well known and well-loved family and children's visitor attraction in the north of England.

Eureka!'s National Children's Museum located in Halifax, remains the UK's *only* dedicated children's museum – an interactive hands-on experience specifically for children aged 0 – 11.

In 2022 we opened a brand-new Eureka! visitor attraction in Wirral. Eureka! Science + Discovery is a high-profile addition to the exciting cultural landscape of the Liverpool City Region.

Eureka! is an independent and self-sufficient educational charity which relies on earned revenue primarily from admissions to sustain operations and ensure families from all backgrounds can benefit from the play and learning opportunities offered.





Our Values

Our values make us who we are and inform the way we work. We wouldn't compromise them under any circumstances because they're the building blocks of our brand.

- We are **captivating**

Eureka! exists to capture children's and young people's imaginations, inspiring them to learn, develop and grow in confidence within a playful, engaging and thought-provoking space.

- We are **involving**

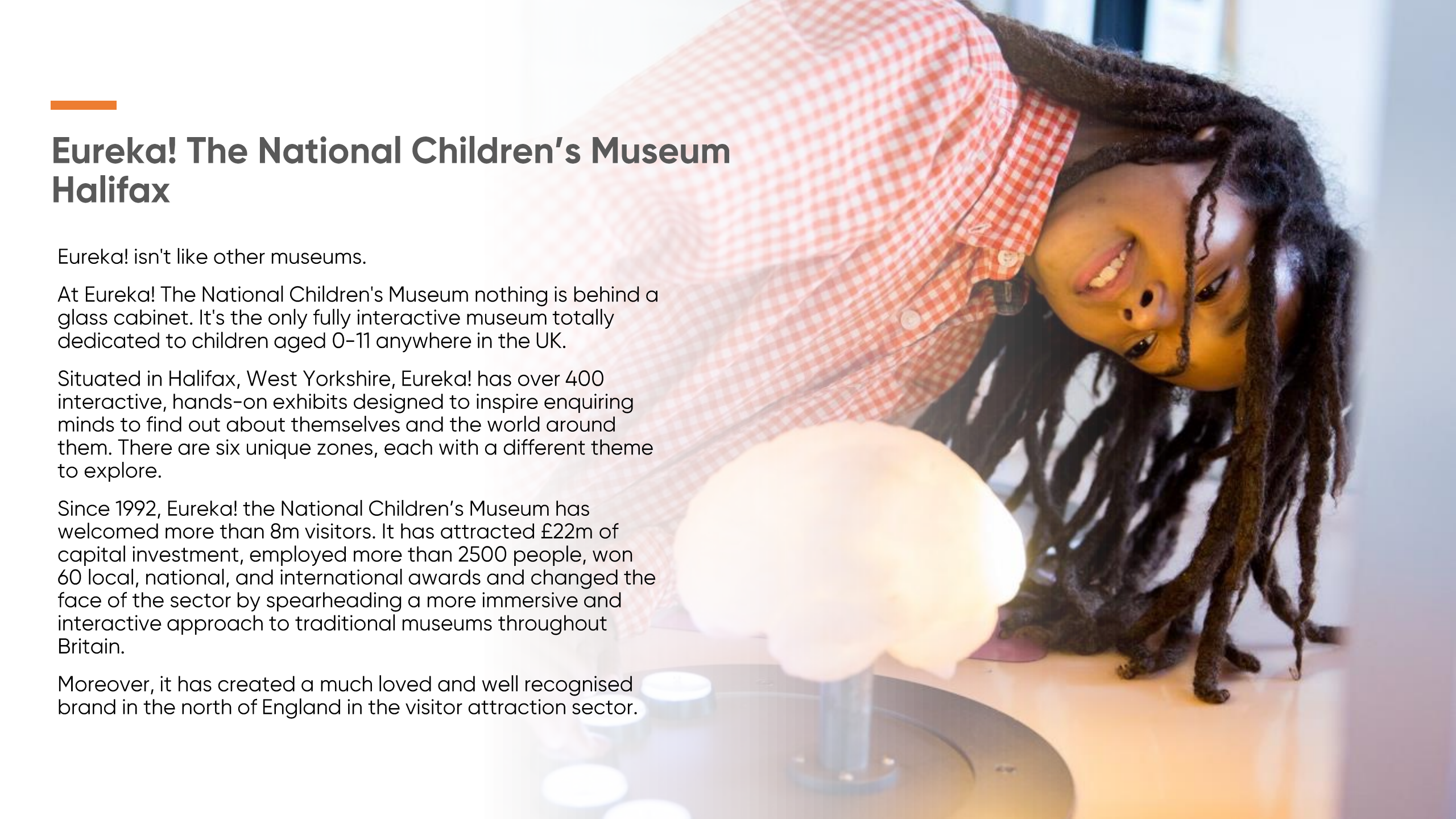
Eureka! is for everyone. Every community, every family and every child and young person – regardless of background or ability – is invited to spend time discovering and learning in a nurturing yet challenging environment.

- We are **expert**

Our collective knowledge of children's development, play and discovery-based learning and exhibition design combined with an active co-creation process results in rich and meaningful experiences grounded in solid research and contemporary approaches.

- We are **pioneering**

Eureka! was the UK's first children's museum and set the gold standard for playful learning experiences in museums and galleries throughout the country. We continue to sustain this approach, looking to the future, taking risks and always being one step ahead of the sector.



Eureka! The National Children's Museum Halifax

Eureka! isn't like other museums.

At Eureka! The National Children's Museum nothing is behind a glass cabinet. It's the only fully interactive museum totally dedicated to children aged 0-11 anywhere in the UK.

Situated in Halifax, West Yorkshire, Eureka! has over 400 interactive, hands-on exhibits designed to inspire enquiring minds to find out about themselves and the world around them. There are six unique zones, each with a different theme to explore.

Since 1992, Eureka! the National Children's Museum has welcomed more than 8m visitors. It has attracted £22m of capital investment, employed more than 2500 people, won 60 local, national, and international awards and changed the face of the sector by spearheading a more immersive and interactive approach to traditional museums throughout Britain.

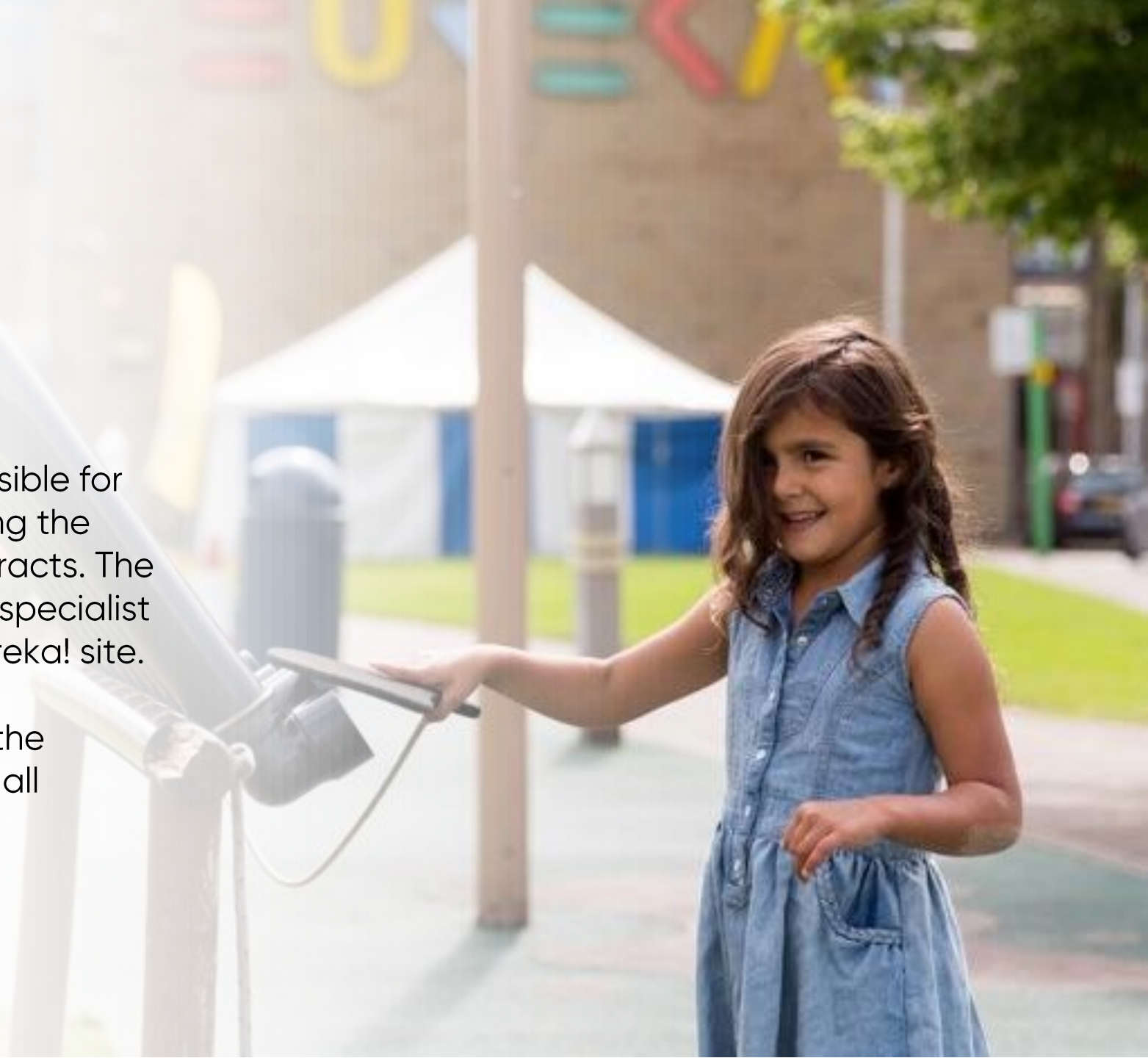
Moreover, it has created a much loved and well recognised brand in the north of England in the visitor attraction sector.

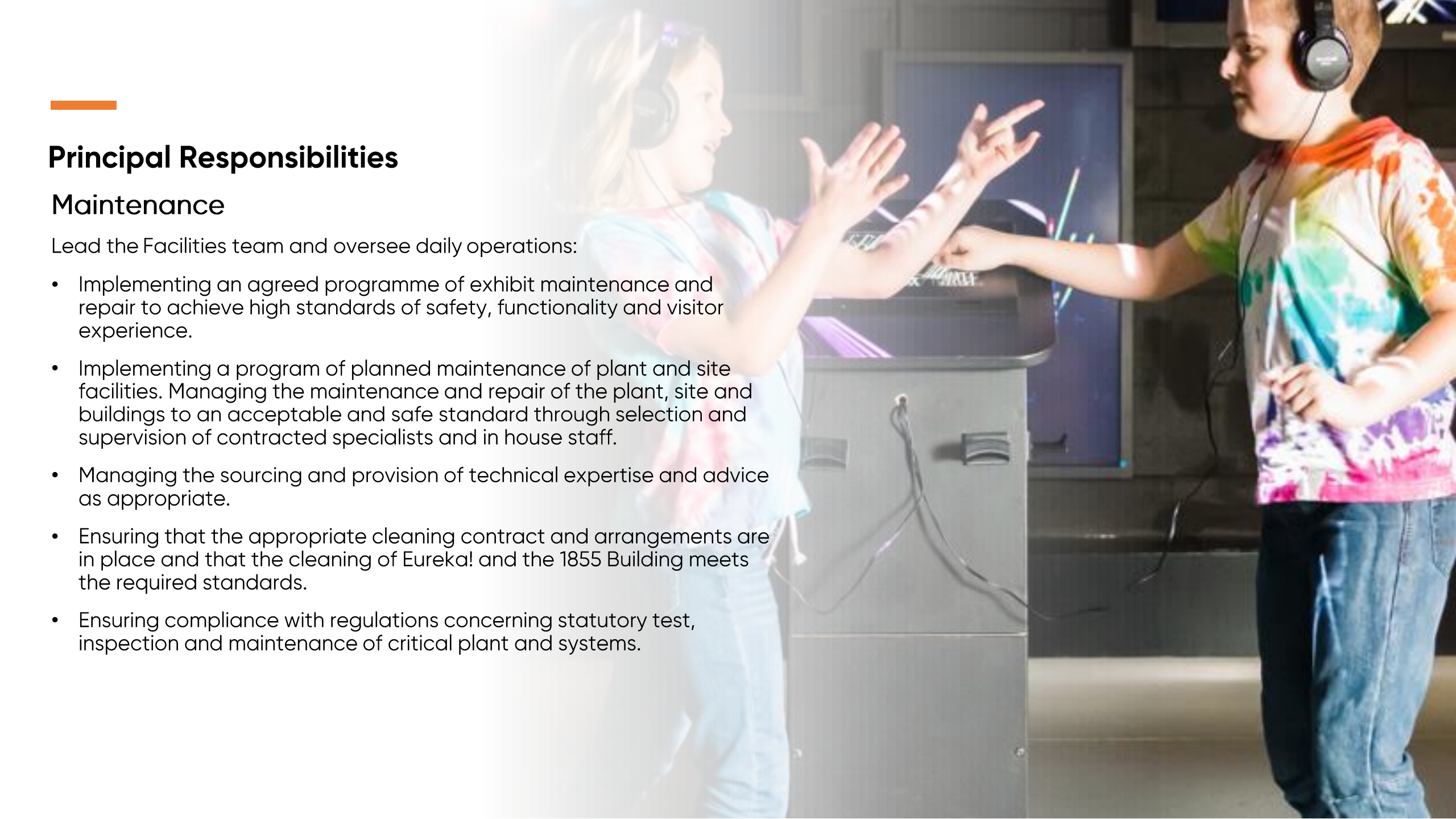
Facilities Manager

Role description

The Facilities Manager will be responsible for monitoring, maintaining and improving the technical services, facilities and contracts. The post holder will also need to provide specialist advice as appropriate across the Eureka! site.

The Facilities Manager will also lead the technical department in maintaining all aspects of site maintenance.



A young girl and a young boy are wearing large headphones and interacting with a large digital display. The girl is on the left, gesturing with her hands, and the boy is on the right, also gesturing. They are both wearing colorful, tie-dye style t-shirts. The background is dark, suggesting an indoor setting like a museum or gallery.

Principal Responsibilities

Maintenance

Lead the Facilities team and oversee daily operations:

- Implementing an agreed programme of exhibit maintenance and repair to achieve high standards of safety, functionality and visitor experience.
- Implementing a program of planned maintenance of plant and site facilities. Managing the maintenance and repair of the plant, site and buildings to an acceptable and safe standard through selection and supervision of contracted specialists and in house staff.
- Managing the sourcing and provision of technical expertise and advice as appropriate.
- Ensuring that the appropriate cleaning contract and arrangements are in place and that the cleaning of Eureka! and the 1855 Building meets the required standards.
- Ensuring compliance with regulations concerning statutory test, inspection and maintenance of critical plant and systems.



Principal Responsibilities

Health and Safety

Act as the designated Health and Safety Officer for Eureka!:

- Monitoring current safety standards and legislation and advising line manager, Directors and Managers as appropriate.
- Identifying safety issues and informing/advising line manager, Directors and Managers as appropriate.
- Developing, implementing, and updating risk assessments, workplace inspections and safety audits.
- Working with Operations Director to develop existing and new risk management strategies, site security strategies, safety systems and permits relating to the visitor experience and contractors.

Security

- Ensuring that appropriate security is in place to address the requirements of the Eureka! site, facilities, visitors and staff at all times.
- Monitoring and ensuring compliance with current industry standards and best practice.





Principal Responsibilities

Financial Management

- Plan, develop and manage the site and facilities budget.
- Monitoring energy consumption and waste, minimising costs as appropriate.

Sustainability

- Working with the Operations Director to develop and implement a sustainability plan for the estate.

Leadership and Support

- Managing and supervising technical, security, cleaning teams as well as contractors.
- Monitoring, prioritising and delegating tasks in all areas of site management.
- Contributing to the training of other staff in areas of work for which the Facilities Manager is responsible.
- Negotiating relevant contracts related to the management and maintenance of Eureka!'s site and facilities ensuring value for money and a high quality is achieved.



Facilities Manager person specification

We're looking for someone who has;

- The same level of passion and commitment as the Eureka! staff to the work that we do and the attractions we run
- An abundance of energy and a commitment to achieve ambitious outcomes
- Experience in building services and maintenance
- Knowledge of Building Management Systems
- Experience in supervising specialist staff and contracted out services
- Competent in the use of Windows based software – experienced in using word processing, data base and spreadsheet software
- Excellent verbal and written communication skills
- Negotiating skills
- Strong organisational and budgetary skills
- Customer service orientation
- Educated to HNC level in an Engineering discipline
- Qualification in Health and Safety to NEBOSH Certificate level

Additional Information

Job Title:	Facilities Manager, Eureka! The National Childrens Museum
Reports to:	Interim Operations Director, Based In Halifax
Line management of:	Assistant Facilities Manager, Technicians, Site Assistants
Remuneration:	£40-45k (DOE), plus 5% company pension
Contract:	Permanent with a 6-month probationary period
Location:	Eureka! The National Children's Museum, Discovery Rd, Halifax HX1 2NE
Special features:	Occasional weekend, Bank Holiday and evening work as required Eureka! support staff through all aspects of work and personal life via our free and confidential Employee Assistance Programme run by AXA

Process and interview dates

To apply, please send your current CV and a covering letter to jobs@eureka.org.uk.

In the cover letter please include detail on the points below:

- What you could bring to Eureka!
- How you meet the person specification

If you would like to discuss this opportunity with us, please contact our HR Manager, Sarah Lister (sarah.lister@eureka.org.uk)

- Closing date for applications: 5pm 10th of August
- Interview dates: 29th and 30th August

