

Premises Manager at Two Temple Place

Job Description

Two Temple Place is looking for a part-time Premises Manager to help maintain our stunning central London home to the highest possible standard, and to lead on the day-to-day provision of building services and contracts, making sure that the building meets the needs of all its users efficiently, safely, and cost-effectively, and ensuring compliance with Health and Safety regulations, licensing requirements, conservation needs and environmental sustainability.

The post-holder will manage day-to-day routine maintenance, cleaning, repairs, run timely building checks, ensure best value for money, and work with colleagues on a rolling capital maintenance plan, including adjustments to costings and competitive supplier quotes.

The Building

Two Temple Place is a Grade II listed architectural gem in central London, built in 1895 by William Waldorf Astor, the world's richest man and part of a complex historic dynasty. Astor spared no expense in employing the greatest craftsmen of the day, and Two Temple Place is a joyful architectural fantasia. We are owned by The Bulldog Trust, and as part of our activities as a registered charity, we run a growing programme of cultural and community events and projects. This is made possible by a busy calendar of exclusive commercial hire, comprising corporate dinners, weddings, product launches, receptions and filming. Two Temple Place also services a handful of tenants in our basement.

The Role of Premises Manager

Reporting to: Director

Works closely with: Head of Exhibitions, Finance Director, Programme Co-ordinator, House Managers

Responsible for: supervision of contractors

- To undertake regular planned and preventative maintenance: to proactively undertake general repairs and redecoration (e.g. doors, hardware, fixtures, basic plumbing, replacement of routine consumables), schedule maintenance activities, liaise with and supervise third party sub-contractors.
- To undertake reactive maintenance: monitor facilities, log breakdowns, schedule and undertake work or, with the Head of Exhibitions' guidance, to supervise third party sub-contractors as required.
- To act as first response in building emergencies such as leaks, power outages, heating loss, fire alarms, and basic plumbing issues.
- To create and supervise systems to ensure that all tasks are logged and monitored e.g. fire extinguisher checks, fire alarm and refuge system testing, emergency and building lighting checks, exit routes, fault reporting etc.
- To lead refresher training sessions for volunteers and staff as appropriate around systems e.g. H&S, fire and security systems, CCTV, refuge systems etc, and assist with evacuations and evacuation training.

- To work closely with Head of Exhibitions on maintaining the building emergency plans and salvage lists.
- To ensure regular statutory tests and inspections are completed on a regular basis e.g. fire and security systems, PAT and emergency lighting. Monitoring systems to ensure services are performing appropriately.
- To ensure that CCTV equipment is operational and complies with Data Protection, security and insurance requirements.
- To schedule and monitor building maintenance contracts e.g. cleaning, security and fire alarms, refuge systems, fire extinguishers, CCTV, plant and associated equipment, gas and electrical systems, gas compliance and electrical safety inspections, and water testing, being mindful of energy reduction aims.
- To ensure that maintenance work abides by conservation guidelines and health and safety legislation, implementing safe systems of work.
- To maintain up to date knowledge of relevant H&S legislation, ensuring all work is carried out safely and that the premises are safe for the use for which they are intended.
- To create and monitor risk assessments relevant to the buildings activities and to monitor compliance with approved risk assessments and method statements by third party contractors.
- To support and ensure compliance with 2TP's environmental policy, proactively researching ways to reduce the building's environmental footprint.
- To ensure stocks of all necessary first aid, cleaning, sanitising and PPE supplies and equipment.
- To prepare reports on maintenance issues including budgeting and costing as required.
- To attend all Health and Safety meetings, and any other staff meetings as required.
- Any other duties considered reasonable by the line manager.

This role is responsible for the management of: cleaning; heating, ventilation, cooling; Fire Alarm Security (door access, CCTV, intruder alarm, keys); electrical; plumbing (water supplies, drainage, sluice gates); Disabled access (stairclimber); general maintenance (carpentry, painting, fixings).

Person Specification:

- Practical knowledge of and a qualification in building maintenance, facilities management or related field, or demonstrable on-the-job equivalent experience.
- Qualification in Health and Safety Management i.e. IOSH Managing Safely Certificate, NCRQ Level 3 Safety for Managers or similar.
- Working knowledge of maintenance contract management. Experience of contractor procurement and supervision.
- Experience preparing and implementing risk assessments.
- Experience managing budgets, costing and forecasting projects.
- Knowledge of or interest in historic building conservation, energy reduction and environmental sustainability.
- A sympathy for the charitable objectives of Two Temple Place.
- A commitment to equality of opportunity and diversity.

The post-holder will be expected to respond to the changing needs of the job, as well as to work flexible hours based dependent on events' bookings and the needs of the building.

This role is offered as a part-time position on a salary in the region of £30,000 (dependent on experience) pro rata for three days per week, with a probationary period of three months. Holiday entitlement is 20 days, excluding Bank Holidays. We operate a contributory Pension Scheme. The role is based at Two Temple Place, London WC2R 3BD. Two Temple Place is owned by The Bulldog Trust, registered charity no. 1123081.

Please apply by covering letter of no more than two sides of A4 and CV, and our Equal Opportunities form to community@twotempleplace.org