

Premises Manager at Two Temple Place

Job Description

Two Temple Place is looking for a Premises Manager to help maintain our stunning Grade II* listed central London home to the highest possible standard.

Built in 1895 by William Waldorf Astor, the world's richest man, the building was a no-expense-spared celebration of the greatest craftsmen of the day, and a joyful architectural fantasia. It expresses Astor's complex dynastic heritage, wealth and cultural backdrop.

Today, we are owned by registered charity 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, inspired by the eccentric architecture of the building and our increasingly well known art exhibitions. This public access is made possible by a busy calendar of exclusive commercial hire, comprising corporate dinners, weddings, product launches, receptions and filming.

As the lead facilities' person in our small team, this role has huge scope for development and on the job learning. You'll lead on the 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 and conservation needs, and improving our environmental sustainability. You'll cover the day-to-day running of a very special building as well as looking ahead to help develop special projects with the development of projects, costings, consultations and quotes. On any given day you might be overseeing day-to-day routine maintenance and cleaning and repairs, running timely building checks, and always ensuring best value for money.

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. We actively welcome applicants from under-represented backgrounds and those with protected characteristics.

Depending on experience, we'll consider applications for part- or full-time work. It is offered on a pro rata salary in the region of £30,000 to be discussed depending on experience and aptitude. There is a probationary period, and holiday entitlement is 25 days, plus Bank Holidays. We operate a contributory Pension Scheme. The position is based at Two Temple Place, London WC2R 3BD which is owned by the Bulldog Trust.

The Role of Premises Manager

Reporting to: Director

Works closely with: Head of Exhibitions, Head of Events, General Manager

Responsible for: supervision of contractors, special building projects

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).

- To undertake regular planned and preventative maintenance. You'll proactively oversee 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 cost and contract repairs.
- To work across the organisation to help understand and prioritise our strategic conservation and capital needs, developing costings, reports and project plans for special projects for the longer term conservation and maintenance of Two Temple Place for future generations.
- 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 ensure regular statutory tests and inspections are completed on a regular basis e.g. fire and security systems, PAT and emergency lighting. To monitor systems to ensure services are performing appropriately.
- To ensure that CCTV equipment is operational and complies with Data Protection, security and insurance requirements.
- To lead 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 the team on emergency plans and salvage lists.
- To act as a first response in building emergencies such as leaks, power outages, heating loss, fire alarms, and basic plumbing issues.
- 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 building's 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 drive Health and Safety meetings, and attend staff meetings as required.
- Any other duties considered reasonable.

Person Specification:

- Practical knowledge of or 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 and a commitment to equality of opportunity and diversity.

Please apply by 10am on Monday 4 December by covering letter of no more than two sides of A4 with your CV and our Equal Opportunities form to community@twotempleplace.org