

Facilities Manager at Two Temple Place

Job Description

Two Temple Place is looking for a Facilities 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 high end exclusive commercial hire, comprising corporate dinners, weddings, 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. You'll cover the day-to-day running of a very special building as well as looking ahead to help develop special projects, identifying contractors, costings, consultations and quotes. On any given day you might be overseeing day-to-day routine maintenance and cleaning and repairs, running regular building checks, and 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 flexibly to serve 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 Facilities Manager

Reporting to: Director

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

This role is responsible for the management of: cleaning; heating/ventilation; Fire alarms & Security (door access, CCTV, intruder alarm, keys); electrical; plumbing (water supplies, drainage, sluice gates); Disabled access (stairclimber); Health & Safety; and to undertake general maintenance (carpentry, painting, fixings).

In this role, you'll 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, ensure we comply with statutory regulations, and liaise with and supervise third party sub-contractors and specialists as required.

You'll work with us to understand and prioritise our longer term conservation and capital needs, developing costings, reports, timelines and project plans for special conservation projects to maintain Two Temple Place for future generations.

Person Specification:

- Practical knowledge of, or a qualification in, building maintenance or facilities management and the management of contractors.
- Experience preparing and implementing risk assessments.
- Experience managing budgets, costing and forecasting projects.
- Knowledge of Health and Safety.
- 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 11 December by covering letter of no more than two sides of A4 with your CV and our Equal Opportunities form to community@twotempleplace.org