

# 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 is 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, privilege, and the cultural framework of his time.

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 through the 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 rigorous compliance with Health & Safety regulations, licensing requirements and conservation needs, while working to improve our carbon footprint.**

**You'll cover the day-to-day running of a very special building as well as looking ahead to help develop special projects with 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 depending on the needs and public opening hours of the building. We actively welcome applicants from backgrounds that are under-represented in the cultural sector, and those with protected characteristics.

The role is offered at a 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**

In this busy and varied role within a small and effective team, you'll keep the building fit for purpose for a wide range of activities. 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. You'll undertake planned and preventative maintenance, keeping a regular programme of checks and repairs up to date and monitored. You'll drive forward H&S and statutory compliance, working closely with colleagues to help us prioritise longer term strategic conservation and capital projects.

You'll need to be able to think about how to develop costings, reports and project plans, and know – or learn – how to steer special projects for the longer term conservation and preservation of this remarkable heritage building.

This role is responsible for the management of: cleaning; heating, ventilation, cooling; fire alarm & security (building access, CCTV, intruder alarm, keys); electrical; plumbing (water supplies, drainage, sluice gates); Disabled access (external stairclimber); Health & Safety; general maintenance (occasional carpentry, mending, painting, fixings).

(A full detailed breakdown of responsibilities will be made available in advance of interview but is essentially contained above.)

### **Person Specification**

You will need:

- Practical knowledge of, or a qualification in, building or facilities' management, or demonstrable equivalent experience.
- Knowledge of Health & Safety management and maintenance contract management.
- Aptitude for creating and maintaining methodical systems and logs, and for putting in place scheduled programmes of work.
- Experience preparing and implementing risk assessments.
- Experience managing budgets, costing and forecasting projects.
- An interest in historic building conservation, energy reduction and environmental sustainability.
- A sympathy for the charitable objectives of Two Temple Place and commitment to diversity and equality of opportunity.

**Please apply by covering letter of no more than one side of A4 with your CV and our Equal Opportunities form to [community@twotempleplace.org](mailto:community@twotempleplace.org)**