

Premises Manager at Two Temple Place

Job Description

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

Job Title: Premises Manager

Reporting to: The Director

Based at: Two Temple Place, London, WC2R 3BD

Contract: Permanent. The role is offered as Full-time, but we will consider Part-time applications which would allow us to combine your application with that of another exceptional candidate. There is a six-month probationary period, and holiday entitlement is 25 days, plus Bank Holidays. We operate a contributory Pension Scheme.

Salary: £36,000 (pro rata if applying for part-time).

Built in 1895 by William Waldorf Astor, the building is a celebration of the greatest craftsmen of the day, and a joyful architectural fantasia. Today, Two Temple Place is owned by registered charity The Bulldog Trust, which is focussed on social impact by offering opportunities to those who may lack them. We run a growing programme of free cultural and community programmes, exhibitions, events and projects. This public access is made possible through the busy calendar of exclusive commercial hires, comprising corporate dinners, weddings, product launches, receptions and filming. We are an accredited Living Wage organisation. Further information is available at www.twotempleplace.org

As the lead facilities person in our small team, this role has huge scope for development and on the job learning. You will lead on the management of building services and planned preventative maintenance 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 will cover the day-to-day running of a very special building as well as looking ahead to help develop conservation projects. On any given day you might be doing or overseeing day-to-day routine maintenance and cleaning and repairs, running timely building checks, and also ensuring best value for money by working with costings, consultations and contracts for specialist heritage building projects.

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 include a TOIL arrangement in our contract terms. We will also provide training for the Premises Manager to act as Events House Manager when needed.

The Role of Premises Manager

Reporting to: The Director

Works closely with: Head of Culture and Community, 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 will 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 contractors. You will undertake planned and preventative maintenance, keeping a regular programme of checks and repairs up to date and monitored. You will drive forward H&S and statutory compliance and work 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 management and training; general maintenance (occasional carpentry, mending, painting, fixings).

This is not an exhaustive list. Any further detailed areas of responsibility will be clarified at interview.

Person Specification

You will need:

- Practical knowledge of, or a qualification in, building or facilities' management, or demonstrable equivalent experience (IOSH preferred).
- Knowledge of Health & Safety management, training and maintenance contract management.
- Practical hands-on DIY skills around electrics, plumbing and carpentry.
- Ability to liaise with contractors and build good relationships.
- 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.

How to Apply

Please choose ONE of the following two ways of applying:

- 1) Send us a covering letter of no more than two sides of A4 and CV via the link on our vacancies page, or to facilities@twotempleplace.org
- 2) Send us your CV and a short video (maximum of 3 minutes) via WeTransfer www.wetransfer.com to facilities@twotempleplace.org

In either means of application – letter or video – you should outline your interest in Two Temple Place’s Premises Manager role and how your experience makes you suitable referencing each point in the Person Specification

On receipt of your application, you will receive an Equal Opportunities form by weblink. Please fill this in to complete your application. The form helps us in monitoring how we are reaching applicants. This information is anonymously stored.

Deadline for applications 12.00 noon on Monday 21st October 2024.

First interviews will be held in week commencing Monday 28th October, in person at Two Temple Place, with a view to making a prompt decision.

Two Temple Place welcomes applications from the widest possible range of people and is keen to encourage interest from candidates from communities that are currently under- represented in the industry. We take this to include people from Diaspora and Global Majority and ethnically diverse, migrant or refugee, LGBTQIA+ and non-binary, neurodivergent, Disabled or health impaired, and unemployed backgrounds, those affected by homelessness, care-leavers, and those who identify that they are from a disadvantaged socio-economic background.

We do not require applicants for this role to have a degree.

Please note that as a historic building, there is a short flight of stone steps leading up to our entrance, and wheelchair access to the building can be gained via a stair climber.