

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.

Job Title: Premises Manager

Reporting to: The Director

Works closely with: Head of Culture and Community, Head of Events and Commercial, General Manager

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

Contract: Permanent. The role is offered as Full-time, but we will accept 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. Application deadline Monday 27 April 2026.

Salary: £39,000 per annum (pro-rata if applying for part-time).

Built in 1895 by William Waldorf Astor, the building is a no-expense-spared 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, and as part of our activities as a registered charity, we run a growing programme of cultural and community exhibitions, events and projects. 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 Premises Manager you will oversee the day-to-day care, safety and smooth running of our remarkable building.

This role offers significant scope for development and hands-on learning, working as the lead facilities professional within a small and collaborative organisation.

You will manage all building services, planned and reactive maintenance and operational systems, ensuring the building is safe, efficient, compliant and welcoming to staff, tenants and the public.

Alongside daily maintenance tasks, you will contribute to strategic conservation planning, sustainability goals and longer-term capital projects.

This role will require occasional working hours flexibility in response to operational needs. We include a TOIL arrangement in our contract terms.

We actively welcome applicants from all backgrounds.

Further information is available at www.twotempleplace.org

KEY RESPONSIBILITIES

Operational & Maintenance Management

- Lead all planned and reactive maintenance, carrying out routine building checks, repairs and coordinating external contractors.
- Oversee general cleaning, routine systems testing, repairs and building services.
- Manage procurement, costings and maintenance contracts to ensure value for money.

Compliance, Health & Safety & Security

- Ensure full compliance with Health & Safety legislation, fire safety, statutory inspections and documentation.
- Maintain and implement H&S policies, procedures, risk assessments and staff training.
- Monitor and manage all security systems including access control, CCTV, intruder/fire alarms and key systems.

Building Operations & Support

- Act as the primary point of contact for staff, tenants and stakeholders on all building related issues.
- Manage all operational building systems including HVAC, electrical systems, plumbing etc.
- Support Exhibitions, Events and Culture teams with their programme needs.

Projects, Conservation & Strategic Development

- Assist in planning, costing and delivering conservation, repair and improvement projects.
- Support long-term planning for heritage preservation, carbon reduction and environmental sustainability.
- Manage budgets for maintenance, repairs and capital works.
- Maintain accurate and comprehensive records, including maintenance logs, certificates and contractor reports.

PERSON SPECIFICATION

Experience & Skills

- Practical knowledge or qualifications in building or facilities management (IOSH preferred), or equivalent experience.
- Strong understanding of Health & Safety management and compliance.
- Hands-on maintenance skills across basic electrics, plumbing and carpentry.
- Experience liaising with contractors and managing maintenance contracts.
- Ability to create and maintain organised systems, schedules and logs.
- Experience preparing and implementing risk assessments.
- Budget management experience, including costings and project forecasts.
- Interest in historic building conservation.

Personal Attributes

- Practical, proactive and solutions-focused.
 - Strong communication and relationship-building skills.
 - Organised, methodical and able to prioritise effectively.
 - Flexible and responsive to operational demands.
 - Commitment to the charitable aims of The Bulldog Trust and to equality, diversity and inclusion.
-

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 your CV 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.

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 27th of April 2026

First interviews will be held in w/c 4th of May in person at Two Temple Place. We prefer the post-holder to be available to start by the 15th of June 2026, with the option of starting earlier.

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 demonstrably 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.