



THE FLORENCE INSTITUTE TRUST LTD

NEW JOB OPPORTUNITY

BUILDING SUPERVISOR

Location: The Florence Institute Trust “The Florrie” 377 Mill Street, Dingle, Liverpool 8

12 month contract (contract extension is subject to satisfactory 12 month performance review)

Salary: £21,000 pa

Hours: 40hrs per week – this job requires the post holder to work flexible hours according to business need and includes some weekends and evenings.

Lead Contact: CEO – Anne London

Background: The Florence Institute Trust Ltd is a charity that owns and manages The Florrie, a Grade 2 listed Victorian architectural gem built in 1889. The Florrie re-opened in 2012 following a full restoration and is now open all year round, offering a broad range of activities, services, facilities and events. We are seeking to employ an experienced Building Supervisor to oversee the effective and efficient day to day safety, immediate and long term maintenance and management of our Grade II listed building.

Duties Include:

- Overall management of the day to day health and safety of the Florrie building, visitors and tenants, advising, evaluating options and making recommendations to ensure compliance across the charity.
- Help develop the culture of safe working practices across the charity.
- Responsible for overseeing any general day to day building repairs and maintenance
- Responsible for the appointment of contractors and suppliers of services for larger maintenance works, ensuring they are competent, value for money and offer quality services on behalf of the charity
- Carry out health and safety and risk assessments for the building, events and daily activities.
- Support the team in event preparation and delivery of safe events that comply with all aspects of health and safety, including accident reporting, COSHH and risk management.
- Ensure the Florrie is compliant with relevant legislative requirements, good practice and internal policies and procedures for safeguarding, fire risk and health & safety.
- Maintain and update as and when required the Florries Building User Manual and Maintenance Plan and health and safety recording systems
- Annually review and update all health and safety policies and procedures and ensure they are put into practice throughout our day to day work practices.
- Liaise and be the main point of contact for all external companies, including insurers and building contractors as examples.
- As part of the Events Team assist in the setting up of rooms for events such as conferences, meetings, weddings etc.
- Line Management responsibility for the Florrie caretaker.

- Alongside the Florrie Caretaker, the postholder must be available for emergency call out of hours for issues that may affect the building such as alarm calls, emergency repairs etc. This duty carries an additional annual one-off payment.
- To ensure the building is COVID compliant and operating under the latest government guidelines.

EXPERIENCE AND SKILLS REQUIRED:

1. Direct building management experience in a similar setting
2. Experience of carrying out minor repairs and maintenance
3. Understanding and working knowledge of all building health and safety requirements
4. Understanding of health and safety and risk management in relation to events
5. Health and Safety in a building setting
6. A full clean driving licence is essential

HOW TO APPLY:

Before you apply, please visit our website www.theflorrie.org to get a better understanding of our wonderful facility and the events and activities we offer.

If you think this is the job for you please send your CV and a covering letter outlining why your skills and experience meet the criteria for this post to:

Email info@theflorrie.org

Or post your application to:

The Florence Institute Trust

377 Mill Street

Liverpool L8 4RF

CLOSING DATE: FRIDAY 7TH JANUARY 2022

This is a new post and the job description identifies key responsibilities and requirements and is not an exhaustive list of tasks that need to be completed. The Florence Institute reserves the right to amend the job description as the role develops within the organisation.

THIS POST IS FUNDED BY THE NATIONAL LOTTERY.