

## **FACILITIES MANAGER (maternity cover)**

### **Job description and person specification**

**Duration of contract:** One-year contract; full-time

**Location:** Burlington House, Piccadilly, London

**Reporting:** This role reports into the CEO

**Salary:** £32,000

#### **Application details**

- Applications should be in the form of a CV and covering letter sent to [HR@linnean.org](mailto:HR@linnean.org)
- Deadline: Monday 6 February 2023 midday
- Interviews: week commencing Monday 13 February 2023

#### **THE LINNEAN SOCIETY**

The Linnean Society of London is the world's oldest active society devoted to 'the cultivation of the science of natural history in all its branches'. Today, we deliver a wide range of education, public engagement and heritage programmes to support our new vision of a world where nature is understood, valued and protected. We welcome a wide diversity of nature enthusiasts to become Linnean Society Fellows and Members, as advocates and supporters of the work we undertake.

This role will be responsible for covering the day-to-day operational duties of the Head of Operations while they take maternity leave in 2023. They will ensure highly effective operational and business support for staff, and will focus on enhancing the venue hire business. The successful candidate will be motivated by the aims and purpose of the organisation.

## **JOB DESCRIPTION**

The post-holder will ensure all operational and buildings processes are in place to provide a safe and efficient working environment for staff. With a commercial mindset, they will be motivated by raising income through venue hire and other innovative schemes. They will be a member of the organisation-wide disaster management team.

### **Primary responsibilities:**

- Managing a small team of talented staff who are highly committed to the work of the organisation
- Maximising income from the building through venue hire, room rental and other innovative enterprising schemes
- Ensuring the most effective operational systems, processes and resources are in place to support staff across the organisation. For example:
  - Ordering stationery and office supplies
  - Processing merchandise
  - Managing visitor entry
  - Dealing with petty cash and invoicing
  - Managing general enquiries via email and phone
- Dealing with suppliers, landlords and other operational stakeholders in a courteous manner to ensure best value and efficiencies for the organisation
- Organising regular building maintenance checks and engineer visits
- Communicating relevant operational, building and maintenance works to staff
- Assisting with the setting of an annual premises and operational budget
- Ensuring good cost control throughout the year
- Maintaining high health and safety standards, and ensuring the offices and internal spaces are conducive to a productive working environment for all staff and visitors
- Ensuring all relationships with relevant stakeholders are undertaken in ways that comply with GDPR and privacy policies
- Coordinating with peers around the Courtyard on operational matters
- Undertaking any other duties that are reasonable for a post of this nature

This job description provides guidelines under which the individual will work, and could be subject to review depending changing circumstances.

### **PERSON SPECIFICATION:**

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| <b>Qualifications</b> |
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| <ul style="list-style-type: none"><li>• Educated to at least A-level standard (or equivalent) with A*–C grades (Essential)</li></ul> |
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- Additional, relevant qualifications or training in business management, project management, administration or other relevant subject (Desirable)

### **Experience and knowledge**

- A minimum of two years' experience in operational management within a similar organisation (Essential)
- Experience in generating income from commercial enterprises such as venue hire or rental income (Essential)
- Experience of buildings and premises management, ideally in a heritage setting (Essential)
- Previous experience of managing people and budgets (Desirable)
- Experience of dealing with suppliers, procurement and contract negotiations (Desirable)
- Experience in working with a data-driven approach using robust qualitative and quantitative evaluation and/or CRM systems (Desirable)

### **Skills and abilities**

- Good people management abilities – able to motivate and support a small team, as well as evidence of working collaboratively across an organisation (Essential)
- Excellent communication skills – both orally and in writing (Essential)
- Excellent IT, information management and record-keeping skills (Essential)
- Able to work under pressure to tight deadlines and multi-task when necessary (Essential)
- Able to seek improvements, adapt flexibly to changing circumstances and find pragmatic solutions (Essential)

### **Personal**

- A keen interest in the vision and purpose of the Linnean Society (Essential)
- Commitment to developing a positive and supportive workplace culture (Essential)
- Commitment to equality, diversity and inclusion (Essential)
- Commitment to the highest professional standards (Essential)
- A positive can-do attitude (Essential)