

GRAND • JUNCTION

AT ST MARY MAGDALENE'S
PADDINGTON



Facilities Coordinator

Job title:	Facilities Coordinator
Responsible to:	Venue Hire and Facilities Manager
Location:	Grand Junction at St Mary Magdalene's, Rowington Close, London W2
Pay:	£30,000 per annum
Hours:	Full time (35 hours per week)

Background

About Grand Junction at St Mary Magdalene's

Grand Junction at St Mary Magdalene's, run by local charity Paddington Development Trust, is a vibrant multi-artform venue connecting people through arts and heritage activities for all ages. We deliver a lively programme of concerts, tours, family theatre, talks, and creative classes, all designed to support wellbeing, learning, and community cohesion.

Just a ten-minute walk from Paddington Station and set beside the Grand Union Canal, St Mary Magdalene Church is one of the country's finest Victorian neo-Gothic buildings. The Grade I Listed church has been beautifully restored, with a new extension housing a café, learning studio, and visitor facilities.

Since opening in 2019, nearly 170,000 people have passed through our doors. Grand Junction is committed to working closely with local communities to create an inspiring cultural space that fosters pride and connection. We've also become a destination for wider London audiences, known for stunning music events, low-cost family theatre, and high-quality building tours. At our core is a commitment to bringing diverse communities together.

About Paddington Development Trust

PDT was formed in 1998 by local residents who remain at the heart of everything we do. Our mission is to bring people together and support them to take charge of their own individual and shared futures. We do this through volunteering projects, supporting people into employment, self-employment and training and through projects that enhance the built environment and provide additional facilities for local people.

www.pdt.org.uk

Job description

Purpose of the Job

Grand Junction offers a busy programme of classes, cultural events, heritage tours, and private hires. The Facilities Coordinator will work alongside the Facilities and Venue Hire Manager, and others in the facilities team, to ensure the building is operational and ready to support delivery of this busy programme. You will be part of a team who care for the Grade I Listed St Mary Magdalene's building, ensuring it is maintained to a high standard and that it is safe and secure for public use. You will be central to ensuring that we offer a professional and high-quality experience for hirers of the space, delivering busy and ambitious events. Alongside Grand Junction and PDT colleagues you will offer a warm welcome to everyone who uses our building. The role provides a combination of hands-on site management and maintenance, alongside being part of a team delivering a varied and dynamic events programme.

Maintenance and Management of the Grade I Listed Church and Extension

- Supporting the ongoing upkeep of the Grade I Listed building by monitoring its condition, identifying any damage or deterioration, and reporting issues promptly in line with the Management & Maintenance Plan.
- Working with contractors and external suppliers on site, coordinating activity alongside the Facilities and Venue Hire Manager.
- Carrying out routine maintenance tasks, minor repairs, DIY duties, and external grounds work as required.
- Ensuring all areas are maintained to a high standard of cleanliness, including undertaking light cleaning when needed.
- Monitoring the condition of external pathways, entrances, and outdoor areas so they remain accessible, well-presented, and safe for visitors.

Health and Safety and Site Security

- Conducting regular security walk-arounds to ensure the building is secure and reporting any issues.
- Supporting emergency procedures such as fire evacuation and counter-terrorism measures and ensuring these are followed correctly during incidents.
- Helping embed Grand Junction's health and safety policies across the building, ensuring staff and visitors follow required protocols.
- Carrying out regular fire alarm testing and making sure colleagues understand the correct actions in the event of a fire.
- Responding appropriately and professionally to challenging behaviour on site.
- Completing scheduled health and safety checks and inspections in line with agreed guidelines.

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- Contributing to the development and improvement of health, safety, and security systems as building use evolves.
- Participating in ongoing training to maintain up-to-date knowledge of relevant procedures.

Event and Community Programme Set-Up and Delivery

- Setting up spaces in a timely and accurate manner, including arranging furniture, equipment, and digital technology.
- Using the shared events calendar to plan weekly and monthly set-ups and pack-downs, coordinating with the Facilities and Venue Hire Manager where additional support is needed.
- Opening and closing the building as required.
- Preparing the bar and stage for concerts and private events.
- Assisting in welcoming and supporting members of the public as part of the wider team.
- Working closely with café staff, the Facilities and Venue Hire Manager, and colleagues to ensure smooth and responsive service delivery.
- Meeting organisational requirements for DBS clearance.

Event Management

- Acting as event manager or deputy manager for ticketed events and hires, overseeing staff and volunteers.
- Ensuring safe and efficient entry and exit of visitors and maintaining high standards of health and safety throughout events.
- Overseeing bar operations during events and supporting the delivery of a professional, positive visitor experience.
- Handling issues as they arise, making timely decisions and clearly communicating with staff and volunteers to ensure smooth event delivery.
- Supporting collaborative working across the wider staff team to deliver Grand Junction's events programme.

Team Working

- Assisting the Facilities and Venue Hire Manager in overseeing the day-to-day work of the Facilities Assistant.
- Participating in team meetings, contributing ideas, and supporting continuous improvement of venue operations.
- Working closely with volunteers, providing clear communication and ensuring they feel valued and supported.
- Carrying out additional reasonable tasks as requested by the Facilities and Venue Hire Manager to support the smooth running of the venue.

Person Specification

Essential Requirements

- **Practical maintenance and DIY ability**, with the capability to carry out routine tasks, minor repairs, and occasional grounds work to support the day-to-day care of a historic Grade I listed building.
- **Reasonable technical ability** to support the setup and operation of sound, lighting, and AV equipment for classes, events, and performances.
- **High level of physical stamina**, including the ability to stand and walk for extended periods and lift/carry items up to 25kg to support room setups, events, and building operations.
- **Excellent organisational and time-management skills**, with the ability to prioritise, work under pressure, and meet deadlines within a busy and varied programme of activity.
- **A proactive, positive, team-focused attitude**, with a willingness to take on a wide range of tasks, including routine or hands-on duties, and contribute to the smooth running of the building.
- **Strong attention to detail**, ensuring work is completed to a high standard and the venue is consistently well presented for public use.
- **Ability to work independently and use initiative**, with good judgement in knowing when to involve colleagues, particularly during events, security issues, and operational challenges.
- **Reliable, punctual, and professional**, maintaining a pleasant manner with staff, hirers, volunteers, and visitors.
- **Strong spoken and written communication skills** and the ability to engage confidently with colleagues, contractors, and the public.
- **Competent IT skills**, including the ability to use shared calendars, communication tools, and digital equipment used for event setup.
- **Willingness to work evenings, weekends, and unsociable hours** as part of the events rota and building operations.
- **Current DBS check or willingness to obtain one.**

Desirable Requirements

- **Experience working with members of the public**, demonstrating confidence in supporting diverse audiences and responding appropriately to challenging behaviour when required.
- **Experience working with volunteers, contractors, or community participants**, supporting positive engagement and smooth collaborative working.
- **Understanding of health & safety and site security procedures**, including fire evacuation procedures and first-aid, with a commitment to completing all required training.
- **Knowledge of safeguarding practices** relevant to a public, community-focused venue.

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Equality and Diversity

PDT is committed to providing all services fairly and equitably. We recognise that discrimination exists and that it is closely linked to poverty and reduced opportunity. Our aim is to ensure everyone access opportunities and feel empowered to shape their futures. We do not discriminate on the basis of race, ethnic origin, nationality, religion, culture, gender, sexual orientation, disability, HIV status, age, or against ex-offenders. This commitment applies fully to recruitment and selection, as well as every other area of our work.

Application process

To apply please send a CV and covering letter of a maximum of 2 sides of A4. In your covering letter please address the points on the person specification directly, with reference to the job description.

On your CV please include the name and contact details of two referees. We would only contact referees were we to offer you the job.

We also ask you complete and return the equality and diversity form.

Please send all documents to recruitment@grandjunction.org.uk.

We welcome you to contact us if you require special arrangements or reasonable adjustments to enable your application and interview if shortlisted, due to disability. Please contact us for further information or to arrange an informal conversation about the role at recruitment@grandjunction.org.uk

The closing date for this post is **10 am on 28th April 2026**

If shortlisted interviews will be held on **11th and 12th May 2026**