

JOB DESCRIPTION & PERSON SPECIFICATION

Building Manager

Grand Junction at St Mary Magdalene's, Paddington · Paddington Development Trust

Job title	Building Manager
Reports to	Creative and Community Director - Grand Junction
Works closely with	Venue Sales and Event Manager, Marketing Manager, Finance team, and wider communities team.
Location	Grand Junction at St Mary Magdalene's Church, Rowington Close, Paddington, London W2 5TF
Salary	£35,000 - £37,000 per annum, dependent on experience
Contract	Full time 35 hours. Regular evening and weekend working is a feature of this role.
Annual leave	25 days plus bank holidays, rising with service

About Grand Junction and Paddington Development Trust

Paddington Development Trust (PDT) is a registered charity working across North Paddington, delivering programmes in employment and enterprise, public health, culture and climate action in partnership with the NHS, the Greater London Authority, Westminster City Council and the National Lottery Community Fund.

Grand Junction at St Mary Magdalene's is PDT's cultural and community venue. Our thriving public arts and music programme includes concerts, tours, family theatre, and talks. We engage local people through accessible arts and heritage activities that promote wellbeing, educational opportunities, and community cohesion.

St Mary Magdalene's Church is a Grade I listed Victorian masterpiece by G.E. Street, architect of the Royal Courts of Justice, with a painted nave, a candlelit Undercroft, the hidden Neo-Gothic Chapel of St Sepulchre (a filming location for Les Misérables and a BBC Proms interview with Florence + the Machine), and an award-winning 2019 extension by Dow Jones Architects.

The venue sits canal-side in Paddington, moments from the Bakerloo, Hammersmith & City and Elizabeth lines. It is leased by PDT Monday – Saturday to run as a venue and is also a working parish church of the Diocese of London, with exclusive church use on Sundays.

Commercial revenue streams, including weddings, corporate events, film, TV and photography locations, and private hires, generate all-important income that is reinvested into the building and our community and education programmes.

Purpose of the role

Grand Junction offers a busy programme of classes, cultural events, heritage tours, and private hires. The Building Manager will line-manage the Facilities Assistant and work alongside the Venue Sales and Events Manager and others in the Grand Junction team, to ensure the building is operational and ready to support delivery of this busy programme.

You will have overall responsibility for the maintenance, upkeep and repairs to Grand Junction, ensuring the provision of well-maintained and clean facilities for community, commercial and private hires and for all activities.

You will lead on all building-related contracts and arrangements and liaise with private contractors. You will ensure that building meets all Health and Safety and Fire safety requirements at all times.

Key responsibilities

1. Maintenance and Management of the Grade I Listed Church and Extension

Ensure that the building is maintained and cleaned to the highest standards within the budget available, meeting all statutory and health and safety requirements, so that it accommodates all staff, volunteers, community, hirers, and other users:

- Line-Manage the Facilities Assistant(s) and the casual facilities team to ensure the building is well-maintained and that all areas are set up for activities and events.
- Manage the relationship with all building maintenance contractors, ensuring they meet all of their contractual obligations, and that work is of a high standard
- Ensure that all regular statutory and health and safety checks (fire doors and exits, emergency lighting, fire alarm tests, fire drills, legionella tests etc.) are carried out and recorded
- Manage other supplier contracts and relationships e.g. intruder alarm, lift maintenance, cleaning contract etc.
- Ensure all equipment is maintained and tested regularly e.g. ventilation, heating, AV, water testing, etc.
- Identify required repairs to the fabric of the building or equipment and ensure that they are carried out promptly within available agreed budget or following agreement with the Creative and Community Director.

- Arranging for the completion of, or carrying out where necessary, 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.

2. Line Management

- Overall line management responsibility for the Facilities Assistant(s), including conducting regular support and supervision and annual appraisals in line with PDT policy.
- Ensure holidays and sick leave are recorded and that cover is available as required during periods of staff absence and/or larger events.
- Ensure the Facilities Assistant(s) perform to the maximum of their abilities, identifying and providing for any training or support needs.

3. 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.
- 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.

4. Event and Community Programme Set-Up and Delivery

- Ensuring the setting up of 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 Venue Sales and Events Manager where additional staffing is needed.
- Opening and closing the building as required.
- Ensuring the bar and stage are set-up 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 Venue Sales and Events Manager, and colleagues to ensure smooth and responsive service delivery.
- Meeting organisational requirements for DBS clearance.

5. Event Management

- Acting as event manager or deputy manager for ticketed events and hires, in rotation with other staff members and freelance staff, 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.

6. Finance and Invoicing

- Working to and within an agreed budget to maintain the facilities
- Liaise with Creative and Community Director around larger financial issues
- Produce and send invoices to clients and chase up non-payment
- Purchase supplies within budget, needed for the smooth running of Grand Junction programme

7. Team Working

- 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.

Person specification

Candidates should demonstrate in their application how they meet the essential criteria. ***A = Application, I = Interview, T = Task/presentation.**

Experience

Criterion	Essential / Desirable	Assessed by*
A minimum of two years' experience in a similar role, including managing suppliers and contractors, contract negotiations, building repairs and maintenance services, cleaning contracts and budget management.	Essential	A, I
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.	Essential	A, I
Experience of producing and chasing up invoices, demonstrating attention to detail and the ability to record and monitor work.	Desirable	A, I
Experience working with members of the public, demonstrating confidence in supporting diverse audiences and responding appropriately to challenging behaviour when required.	Desirable	A, I
Experience working with volunteers, contractors, or community participants, supporting positive engagement and smooth collaborative working.	Desirable	A, I

Skills and abilities

Criterion	Essential / Desirable	Assessed by*
Reasonable technical ability to support the setup of sound, AV equipment, and lighting, for classes, events, and performances.	Essential	A, I, T
High level of physical stamina, including the ability to stand and walk for extended periods to support room setups, events, and building operations.	Essential	A

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.	Essential	A, I
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.	Essential	A, I
Strong attention to detail, ensuring work is completed to a high standard and the venue is consistently well presented for public use.	Essential	A, I
Ability to work independently and use initiative, with good judgement in knowing when to involve colleagues, particularly during events, security issues, and operational challenges.	Essential	A, I
Reliable, punctual, and professional, maintaining a pleasant manner with staff, hirers, volunteers, and visitors.	Essential	A, I
Strong spoken and written communication skills and the ability to engage confidently with colleagues, contractors, and the public.	Essential	A, I
Competent IT skills, including the ability to use shared calendars, communication tools, and digital equipment used for event setup.	Essential	A, I, T

Knowledge and other requirements

Criterion	Essential / Desirable	Assessed by*
Understanding of health and safety and site security procedures, including fire evacuation procedures and first aid, with a commitment to regular updating of required training.	Essential	A, I
Willingness to work evenings, weekends, and unsociable hours as part of the events rota and building operations.	Essential	A, I
Current DBS check or willingness to obtain one.	Essential	A
Knowledge of safeguarding practices relevant to a public, community-focused venue.	Desirable	A, I

Other information

- This job description is not exhaustive and will be reviewed annually with the postholder.
- The post is subject to satisfactory references and, where required for the role's contact with community programmes, an appropriate DBS check.
- PDT is committed to being an inclusive employer and welcomes applications from all sections of the community, particularly candidates with lived experience of North Paddington.

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.

The closing date for receipt of applications is: Tuesday 1st September at 10am

If shortlisted, interviews will be held on: Monday 7th and Tuesday 8th September

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

Please complete the Equality and Monitoring form provided. **Please confirm your right to work in the UK. Evidence for this will be required should you be appointed.**

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