



# Office & Premises Lead

**Job Title:** Office & Premises Lead  
**Location:** The Cellar Trust, Farfield Road, Shipley, BD18 4QP  
**Responsible to:** Director of Operations  
**Hours of work:** 37.5 hours per week Monday – Friday  
**Salary:** £24,635 - £29,635 per annum  
**Contract:** Permanent  
**Holiday allowance:** 25 days per year plus bank holidays  
**Informal enquiries:** Helen Horsman, 01274 586474 or [helen.horsman@thecellartrust.org](mailto:helen.horsman@thecellartrust.org)  
**Applications to:** Lucy Quirk (HR Officer) [lucy.quirk@thecellartrust.org](mailto:lucy.quirk@thecellartrust.org)  
**Closing Date:** Thursday 03 June 2021  
**Interview Date:** Thursday 10 June 2021

## General

The Cellar Trust is passionate about ensuring a diverse and inclusive workforce and environment. We welcome applications from all sections of the community, particularly BAME and LGBTQ communities who are underrepresented within the organisation.

We are a Disability Confident employer, and offer a guaranteed interview to candidates with a disability who meet all the essential criteria in the person specification. If you would like to request a guaranteed interview because of a disability, or you would require any reasonable adjustments at the interview stage of the recruitment process, please specify this in your application.

**Please note that CVs will not be accepted and applicants must use the Experience section of the application form to state how they meet all of the essential criteria in the person specification.** The application pack and related forms can be found on our website: <https://www.thecellartrust.org/about-the-cellar-trust/working-for-us/>

The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check, however we ask all applicants to complete a criminal convictions disclosure form on application. Please note this role requires the basic criminal convictions disclosure form, which can be found on our website as above.

If you would like a copy of the application form and related documents in another format, such as a paper copy, please contact Lucy Quirk ([lucy.quirk@thecellartrust.org](mailto:lucy.quirk@thecellartrust.org)).

Only applicants invited to interview will be informed – if you have not been contacted within two weeks of the closing date then you have not been shortlisted. Feedback will only be given to applicants who are unsuccessful at interview stage.

## Job Purpose

At The Cellar Trust we support people with their mental health and wellbeing. We give people hope and we help them build brighter futures. We pride ourselves on delivering outstanding services to the people who need them; to achieve this we also need outstanding operational and administrative support to make sure that we can work in an effective and efficient way.

As Office & Premises Lead you will lead on the smooth running of a complex and busy office environment as well as ensuring the efficient and safe operation of our buildings on a day to day basis. You will work closely with the leadership team and other colleagues to enhance the overall quality and standards of operational effectiveness. The role covers a range of duties relating to office management, administration, IT, health and safety, premises maintenance, new building work and security.

You will work with colleagues, contractors, customers and partner organisations, building excellent working relationships in order to deliver clear objectives and ensure the office and building is managed in an effective manner, whilst working to ensure best value for money.

You will need to have experience in office and buildings management and be skilled in juggling a varied and demanding work role. You will be highly motivated and proactive, well-organised and confident, with the ability to work on your own initiative, as well as part of a passionate and talented team.

### **Job Location – COVID-19**

This role will require you to work onsite full-time at Farfield Road, Shipley however there may be occasional times when you are required to work from home, in line with national COVID-19 restrictions. As The Cellar Trust is a growing organisation, you may, in the coming months have to also work across more than one site in the Bradford District.

### **Accountability**

- Responsible to the Director of Operations
- Line management responsibility

### **Key responsibilities**

#### Office management

- Manage reception staff including coordinating cover and breaks and ensuring high customer service levels are maintained.
- Liaise with external IT support, ensuring the resolution of any issues as quickly as possible.
- Authorise office related purchasing ensuring value for money to include stationery, IT equipment and cleaning supplies and keep records of expenditure as needed.
- Responsibility for petty cash.
- Understand current data protection legislation and the need for confidentiality and data security in an office environment.
- Proactively work to identify opportunities for increased efficiency in administrative processes.

#### Premises

- Organise maintenance of the building and its grounds including obtaining estimates for works to be carried out and negotiate with suppliers and contractors where appropriate.
- Liaise with contractors and ensure any works are carried out in adherence to contractual requirements and onsite safety measures and regulations.
- Monitor insurance and contract renewals on utilities, maintenance and other buildings related contracts.
- Support the building's tenants, acting as the first point of contact keeping them updated on necessary information and dealing with any issues as well as issuing contracts and other documents as needed.
- Manage record-keeping relating to building plans, maintenance work and equipment purchasing in conjunction with senior colleagues.
- Manage key distribution and record keeping.
- Lead on organisational security.

#### Health & safety

- Organisational lead for health and safety including fire safety.
- Ensure all health and safety regulations are met, to include but not limited to: adherence to COSHH and manual handling, testing of the fire alarm, personal safety alarms and emergency lighting; checking fire extinguishers; completing fire safety checks; and carrying out fire evacuation drills; managing first aid kits and ensuring the correct number of first aiders and fire marshals are present onsite.

- Deal with any building faults and escalate as appropriate.
- Monitor cleanliness standards in the building; liaise with the cleaning company regarding any issues and the everyday cleaning requirements.
- Arrange annual servicing for the building to include security, H&S equipment, boilers, cookers etc
- Lead on the development and implementation of Covid related safety measures and guidance including ensuring that you are up to date with all national and local guidance.
- To coordinate risk assessments and ensure correct records are kept.
- Oversee staff and volunteer health and safety inductions and building tours, carrying these out when needed or delegating to colleagues as appropriate.
- Ensuring staff, tenants and building users are kept fully informed of the progress of all repair and maintenance work reported by or affecting them
- Model health and safety in all aspects of your behaviour and working practices, leading by example to colleagues and volunteers.

### General

- High levels of administrative skills including advanced use of software, including email, spreadsheets and databases, to ensure the efficient running of the office and building.
- Assist in the induction and training of new staff.
- Data entry and reporting as required, including the ability to produce written reports for use at senior management meetings.
- To work occasional unsociable hours (evenings and weekends) as required deal with buildings issues.
- Be a key holder for The Cellar Trust.
- To complete any other duties delegated by your line manager which may reasonably be expected within the scope and level of the role.
- Willingness to undertake ongoing professional development including completing training courses with a level of self-study where required.
- To work within all Cellar Trust policies and procedures including equality and diversity, health and safety, confidentiality and data protection.

## **Person specification**

All aspects of the person specification will be assessed through the application form with additional questions at interview stage. Please ensure that all of the criteria are addressed in your personal statement with examples/evidence for each aspect of the role.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS AND TRAINING</b>	Good general qualifications at least to A Level (or equivalent) particularly in English and maths	Health & safety related qualification eg IOSH
		IT and/or administration qualification eg ECDL
<b>SKILLS AND EXPERIENCE</b>	Experience of office management and / or in a senior administrative role for at least 2 years	
	Experience of line managing a team of people	
	Experience of venue or facilities management including managing contractors	
	Experience of writing risk assessments	
	Excellent IT skills including Microsoft Office (Word, Excel, Powerpoint, Outlook), databases, internet and the ability to learn how to use new technology / platforms.	
	Self-starter able to work independently, but also collaboratively as part of a dynamic team	IT related qualification eg ECDL
	Excellent time management and organisational skills	
	Experience of managing projects	
	Excellent communications skills (written and verbal)	
<b>KNOWLEDGE</b>	Knowledge of key health and safety practices and legislation and how they apply to the everyday work environment	
	Knowledge of data protection legislation and how it is applied in an office environment	An understanding of the importance of confidentiality when working with sensitive personal data relating to clients
	Knowledge and understanding of The Cellar Trust and its services	
<b>PERSONAL ATTRIBUTES</b>	Ability to work within and actively promote The Cellar Trust values	
	Passion for mental health	
	Excellent customer service skills	
	Values driven leadership style	

	High degree of flexibility and 'can do' approach to problem solving	
	Creative and proactive approach	
	Confident in developing and maintaining relationships with external contractors, tenants and partner organisations	
	Resourceful; able to use limited resources to best effect	
	Ability to combine taking a strategic view, with a practical, hands-on approach to getting things done	
	Ability to reflect and personal commitment to ongoing learning and development	
<b>OTHER</b>	Ability to work occasional evenings and weekends to deal with premises related issues	
	Willingness to work flexibly across multiple sites if required	