

<b>Job Title:</b>	Head of Operations and Facilities
<b>Reporting to:</b>	Commercial Operations Director
<b>Hours:</b>	Flexible working is in place between the hours of 08:00 – 18:00  Work outside these hours may be required in certain circumstances  Core working hours are 10:00 until 16:00, Monday to Friday
<b>Contract:</b>	4 days per week (0.8 fte)
<b>Salary:</b>	£45,000 fte
<b>Location:</b>	The offices of The House of St Barnabas, 1 Greek Street, W1D 4NQ
<b>Start date:</b>	As soon as possible

“Enter The House of St Barnabas - A public-minded private members’ club in London is demolishing stereotypes” – Dazed and Confused

The House of St Barnabas (HoSB) is a charity pledging to break the cycle of homelessness. We run a not-for-profit private members’ club in our Grade I listed home on Soho Square to help London’s homeless back into lasting paid work. We are seeking to re-define the notion of a private members’ club, challenging stereotypes around ideas of exclusivity and creating a community united by a passion for social change.

Academy participants and graduates are at the heart of all we do. The journey for trainees starts with a 12-week Employment Programme offering onsite work experience and training throughout the club and charity offices, and continues with 12 months of mentoring and ongoing support from our Academy team.

When our programme is in progress, participants will be on work experience throughout the House; in the club spaces and in our offices. The HoSB team act as professional buddies to those in office-based roles, working closely with them to provide skills training and to set a positive example of ways of working. This one to one support throughout the programme gives the participant a nurturing environment to learn and flourish.

We are looking for a special individual to join us who is excited to play a part in people’s journey towards lasting paid employment and independence.

### *Job description*

The House of St Barnabas is home to our Employment Academy, as well as our members’ club, the profits from which go towards funding the work of the Charity. As an experienced and suitably qualified Head of Operations and Facilities, you will be responsible for ensuring that our Grade 1 listed buildings and their contents are properly and appropriately maintained (both inside and out), and fully compliant with all current Health and Safety legislation, as well as fully insured. Alongside this, you will be responsible for managing any agreed building infrastructure projects in line with our 10-year building strategy, including tendering for such works. Reporting to the Commercial

Operations Director and leading a small team, the Head of Operations and Facilities will also have responsibility for our IT and phone systems (support is through a third-party IT support company and telephony provider) and future IT development as well as ensuring that all external contractors provide value for money and a high-quality service. With at least 5 years' experience in a similar role, you'll put your expertise, pragmatism and people management skills to good use to help us ensure that we are able to meet our strategic goals. The role will oversee the following areas:

- Building Maintenance- to ensure that the buildings are maintained both inside and out to the agreed standard and fully compliant to all current H&S legislation
- Work with the Commercial Operations Director to ensure that all appropriate insurances are in place and that these fully meet the needs of the business and charity
- Manage all building infrastructure projects as agreed by the Building Committee and in line with our 10-year building strategy, including obtaining advice on and gaining planning permission where necessary.
- Prepare tenders for any infrastructure works per the above
- Manage all operations budgets in line with forecast and to ensure value for money
- Manage that all external contracts relating to the building/IT/telephony to ensure that they provide best value for money and a high-quality service
- Ensure that the Buildings Manual is up to date at all times
- Ensure that the Business Continuity Plan and Disaster Management Plan are up to date at all times and that full and on-going training is provided to the HoSB and F&B teams
- Attend the Building Committee as required
- Act as the GDPR compliance lead for HoSB ensuring that all GDPR processes are followed and therefore any risk of data breach is minimised.
- Line manage the Operations Manager

### *Person specification*

- A qualified Building and Facilities professional with at least 5 years; experience in a similar role
- An experienced contract manager, able to manage contractor performance and ensure value for money whilst maintaining quality
- An experienced and talented people manager Experience of managing a listed building is desirable but not essential
- Strong budgetary experience
- Proactive, with a strong focus on quality and value for money
- Strong written and oral communication skills
- Excellent project management skills
- Excellent grasp of Windows packages, particularly Microsoft Excel
- IOSH Leading Safely Qualifications
- Excellent inter-personal skills- able to communicate well at all levels and build effective working relationships
- A good working knowledge of GDPR legislation
- Experience of managing a listed building is desirable but not essential

## *Essential*

- \* A Facilities Management qualification
- \* At least 5 years' line management experience
- \* Experience of leading and managing capital building projects
- \* Experience in managing IT systems in a small/medium sized business
- \* Excellent project management skills
- \* Experienced in Contract Management
- \* Experience of submitting planning applications
- \* Experience of managing listed buildings is desirable but not essential

## *Our benefits*

We offer a wide range of benefits:

- 33 days annual leave (including bank holidays)
- Half a day extra leave for your birthday so you can celebrate in style
- (Usually) a day or two extra days off on us at Christmas
- Flexible working hours
- Fun team days out twice a year
- Free Barista coffee from our club downstairs(!)
- Autoenrollment into our pension scheme
- Access to a whole host of amazing talks, gigs and events

## *How to apply*

Please send a covering letter outlining why you would be suitable for this role together with your most recent CV to [jobs@hosb.org.uk](mailto:jobs@hosb.org.uk)

Closing date: 23<sup>rd</sup> January 2019

Interview to take place on: week commencing 4<sup>th</sup> February 2019

Please note: Due to the high level of interest in our organisation, we are unfortunately only able to acknowledge the individual applicants invited to interview.