



Job Description and Personal Specification

Job Title	Premises Manager
Line Manager	Deputy Director
Location	Time will be split between our office at Cots for Tots House on Southwell Street, our office on Upper Maudlin Street, and across our portfolio of premises and sites
Terms	Permanent / Part Time - Minimum 21 hours per week
Salary	Up to £35,000 (DOE) – pro-rated for part time hours

Wallace & Gromit's Grand Appeal works in partnership with Aardman to raise funds to support Bristol Children's Hospital and the Neonatal Intensive Care Unit (NICU) at St Michael's Hospital. For 30 years, The Grand Appeal has been at the forefront of children's healthcare transforming facilities at Bristol Children's Hospital and NICU and driving progress by uniting philanthropy with world-class medicine to save lives and improve childhood health.

The Grand Appeal's support spans pioneering medical equipment, life-saving technology, world-leading research and cutting-edge innovation to elevate the care and treatment of babies and children from throughout the Southwest region. From advanced imaging and surgical robotics to pioneering developments in childhood health, our funding helps expert clinicians save more lives and shape the future of childhood health. Our long-standing partnership with Aardman is the foundation on which The Grand Appeal is built.

The Grand Appeal's reach is extensive as is its property portfolio. We are recruiting a proactive and experienced Premises Manager to manage The Grand Appeal estate. We are seeking a dedicated individual to oversee the efficient and safe management of our land and buildings ensuring they are maintained to a high standard and are compliant with all relevant legislation to support the operational needs of the organisation.

Your key responsibilities will include the day-to-day management and maintenance of all Grand Appeal premises across seven sites in central Bristol, and South Gloucestershire. You will carry out and coordinate routine repairs and ensure the functionality of the Grand Appeal's estate, including conducting risk assessments, ensuring compliance with health and safety regulations alongside ensuring the cost-effective use of contractors and resources, to deliver value for money.

Our buildings are principally used to support The Grand Appeal's Primary Purpose activity, as well as our commercial activity and HQ. Additionally, our new multi-million-pound Patient Hotel building is in development to provide accommodation for patients and families once their acute care in hospital is complete. The Grand Appeal also owns 20 acres of land in South Gloucestershire, which is being developed in line with our commercial and biodiversity strategy. It is essential that the applicant is a car driver with access to a vehicle.

Raising money for Bristol Children's Hospital
and The Neonatal Intensive Care Unit | grandappeal.org.uk

30-32 Upper Maudlin Street, Bristol, BS2 8DJ | 0117 927 3888 | hello@grandappeal.org.uk

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Our ideal candidate will have proven experience in estates or premises management, as well as a strong knowledge of building maintenance, health and safety compliance and budgetary management. You will have excellent organisational and problem-solving skills and be responsible for arranging and supervising external contractors on site ensuring compliance with agreed standards of work within budget. You will also be able to respond to emergencies out of hours.

You will be enthusiastic, self-motivated and able to work on your own initiative with a proactive approach to resolving issues. The role involves physical duties as part of daily work, such as regular walking, lifting and manual tasks, responding to issues across the whole estate.

What we offer:

The Grand Appeal offers a dynamic, supportive, and rewarding workplace for its approx. 45 staff. We have a strong team culture in which all our staff play an important part. Our staff are talented, creative, ambitious and The Grand Appeal's most important resource.

- Competitive salary
- Generous holiday allowance
- Healthcare plan (after probation)
- Pension scheme (including salary sacrifice)

If this sounds like the right workplace for you, you have the required skills and experience, and you are looking for a new challenge, we would love to hear from you.

How to apply:

To apply, send your completed application form and a copy of your CV to jobs@grandappeal.org.uk.

The closing date for applications for this role is 11.59pm on Friday 1st May.

For an informal discussion about the role, please contact Anna Shepherd or Helen Bromley on 0117 927 3888 or jobs@grandappeal.org.uk.

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Key Responsibilities:

Site Management and Maintenance

- Oversee the management and maintenance of all Grand Appeal estate premises and land to ensure functionality, safety and long-term value.
- Carry out routine repairs and maintenance tasks to ensure the safe, functional and efficient operation of the estate facilities on a daily basis.
- Liaise with external contractors to deliver high-quality services that support the charity's organisational needs.
- Lead all building maintenance, security measures and health and safety compliance.
- Act as the key contact for, and supervise, any contractors on our premises or sites.
- Act as an out of hours keyholder responding to security alarms, emergencies and access requests to ensure premises safety and continuity.
- External grounds maintenance.

Risk Management

- Identify, assess and mitigate physical site/estates risks to ensure safety, regulatory compliance and continuity of operations across all sites.
- Conduct regular site inspections and risk assessments to ensure compliance with statutory regulations and mitigate premises-related risk.

Other

- Help to manage renovations and refurbishments across the estate from planning through to high-quality completion; ensuring work is conducted to a high standard within agreed budgets.
- Manage premises budgets ensuring effective allocation of resources, cost control and value for money across all sites and operations across the estate.
- Manage the biodiversity requirements of The Grand Appeal's land and estate.

This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the charity. All job descriptions are non-contractual and give a sense of the broad scope of the role and so include a level of flexibility. While they list some key tasks, there will also always be tasks that arise, and which can be reasonably expected of the role.

The Grand Appeal is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults. As such, we expect all staff and volunteers to share this commitment. The selected candidate will be appointed subject to a DBS check.

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Personal specification

E = essential D = desirable

Experience and knowledge

Importance	Criteria	Assessment
E	Experience of estates, premises or facilities management	Application Interview
E	Experience of managing suppliers and contractors	Application Interview
E	Experience of managing property risk, including completing regular risk assessments	Application Interview
E	Experience of building maintenance and landscaping	Application Interview
E	Knowledge of relevant property legislation and experience of ensuring compliance	Application Interview
E	Experience of managing budgets for servicing, maintenance and repairs	Application Interview
E	Experience of delivering good attention to detail, accuracy, and time management	Application Interview
E	Experience of communicating with people at all levels	Application Interview

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Skills and abilities

Importance	Criteria	Assessment
E	Ability to carry out minor repairs, maintenance and landscaping duties	Application Interview Assessment Process
E	Excellent administrative skills and attention to detail	Application Interview Assessment Process
E	Good practical organisation and problem-solving skills	Application Interview
E	Proficient in Microsoft Office, especially Excel	Application Interview
E	Excellent interpersonal skills	Application Interview
E	Ability to work as part of a flexible team and to contribute to group and individual targets	Application Interview

Other requirements of the role

Importance	Criteria	Assessment
E	An approach to mirror our values: supportive, professional, collaborative, creative and confident	Application Interview
E	Role model Grand Appeal policies and procedures and managerial behaviours	Application Interview
E	Commit to continuing professional and personal development	Application Interview
E	Availability for occasional 'out of hours' emergency contact calls and actions	Application Interview
E	Full driving licence / access to a car	Application Interview
E	Working flexibly and providing support for the wider team	Application Interview
E	Ability to travel to all charity sites and work outside of normal working hours (TOIL will be provided.)	Application Interview
E	Completing annual appraisals and shaping personal development through annual reviews	Application Interview
E	Completing mandatory training as required by the charity	Application Interview

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