



RECRUITMENT OF
Building Premises Caretaker

INFORMATION FOR CANDIDATES

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What is Liverpool Philharmonic?

Liverpool Philharmonic enhances and transforms lives through music.

At the heart of our work is the critically-acclaimed Royal Liverpool Philharmonic Orchestra (the UK's oldest) and Choir; an extensive program of participative work with young people and others across our community; and presentation of almost 400 concerts and events each year at our home, Liverpool Philharmonic Hall.

Liverpool Philharmonic reaches more people than any music organization outside London

Over 350,000 people attend Liverpool Philharmonic concerts each year.

73,000 young people participate in our Youth Company and associated ensembles, attend concerts or take part in our In Harmony program.

Around 900,000 people in 92 countries listen to our recordings each month on Spotify, more than any UK orchestra outside London.

Over 12,000 people have benefitted from our music and mental health program over the last 13 years.

Liverpool Philharmonic is rooted in our city

We are central to Liverpool's cultural offering, being the largest music organization and one of the largest cultural organization in the city, employing over 240 people. As well as our work in Liverpool our Orchestra represent the city with performances and broadcasts across the UK and around the world.

Through music, we contribute to improving education, skills, health and wellbeing across Liverpool City Region. We run 6,000 workshops and events every year in local communities. Royal Liverpool Philharmonic Orchestra Schools' Concerts welcome 18,000 children and teachers from 250 schools to Liverpool Philharmonic Hall every year. In Harmony Liverpool uses orchestral music education to increase the life chances of 1,500 children every week in Anfield and Everton. Liverpool Philharmonic Youth Company provides training for 500 talented instrumentalists, singers, composers and songwriters through orchestras, ensembles, choirs, projects, courses and events. We train the future workforce through our Emerging Professionals Program and partnerships with universities. We work long term with NHS Trusts to support the recovery and wellbeing of people of all ages experiencing mental ill health.

Liverpool Philharmonic is committed to diversity and inclusion

We work hard to reach right across our community through our learning work, and concert program.

We attract world class artists to perform at Liverpool Philharmonic Hall and our small venue, Music Room, with a diverse program of performances ranging from classical, contemporary, rock, pop, folk, roots, and jazz to comedy, film and spoken word. We work with many organizations and cultural partners in the City to ensure that the artists and performances we put on stage, and the audiences we attract truly represent our community.

And we are working hard to ensure that our workforce is as diverse as possible.

What is the role?

Title:	Building Premises Caretaker
Department:	Facilities
Responsible to:	Building and Maintenance Manager
Contract:	Variable hours, part-time contract, averaging 15 hours per week. Evening and weekend work will be required. Hours per week will vary and as well as shift lengths.
Location:	Principal location will be Liverpool Philharmonic at the Friary (West Everton) but work at Liverpool Philharmonic Hall may also be required occasionally.

Principal Role:

An important part of the Facilities team, this post is part of the team responsible for day-to-day maintenance and operations of Liverpool Philharmonic at the Friary, located in West Everton. This premises is used for orchestral and choir rehearsals and as the base for our award-winning In Harmony programme, which works with children from the local community.

This role is responsible for ensuring the building is managed safely and efficiently. The successful candidate will work closely with the wider Facilities team. They will provide general support undertaking basic repairs, maintenance and cleaning, unlock and lock up of the building, fire evacuation and building signing in/out responsibilities, portage and other general premises support as required.

Key Responsibilities

- To ensure Liverpool Philharmonic at the Friary is clean and presentable to all users.
- To make repairs and perform regular checks of all areas to ensure the building is safe.
- To act as a key holder for Liverpool Philharmonic at the Friary and unlock and secure the buildings as and when required to do so.
- To set up rooms according to building user requirements, moving chairs and other equipment as required
- To manage outside contractors, ensuring work is completed to specifications, records maintained and safety standards met.
- To maintain waste disposal and recycling processes
- To assist in receiving deliveries, goods and services as necessary.
- To assist in maintaining the exterior grounds of the Friary.
- To respond to and prioritize maintenance requests

- The duties of the post will require weekend, evening and night work to meet the needs of the agreed program of events activities.
- To carry out any other general duties as required by the Building and Maintenance Manager

Person Specification

Skills and Experience

Criteria	Essential	Desirable
Qualifications		
Hands-on experience of building maintenance and repair or general building maintenance qualification (City & Guilds)		**
Knowledge & Experience		
Experience of general 'handy-person' or caretaker duties in a customer oriented environment	**	
Experience of safe systems of work		**
Knowledge and experience of HVAC systems		**
Skills, Abilities & Personal Attributes		
An ability to be flexible and to adapt to every changing daily routines and tasks	**	
An ability to remain calm, positive and professional under pressure in a public-facing role	**	
Ability to set out furniture and move items as required	**	
A passion and initiative for service.	**	
Multitasking and time-management skills, with the ability to prioritize tasks.	**	

Key Information

❖ **Annual Salary**

£9.50/hour

❖ **Employment type**

Part-time, variable hours (average 15 hours per week)

❖ **Hours of Work**

15 hours per week on average, apart from the month of August when the Friary is closed and holiday can be taken.

The post holder will be required to have availability to cover weekday and weekend hours. Shift times will vary dependent on the needs of the business.

❖ **Annual Leave**

26 days plus bank holidays pro-rata

❖ **Pension**

Access to a Group Pension scheme whereby employees are auto enrolled and can enjoy employer contributions.

❖ **Notice period**

1 month

❖ **Place of Work**

Liverpool Philharmonic at the Friary and Liverpool Philharmonic Hall

What benefits are offered?

❖ **Health Cash Plan**

Following two years' service you will have access to a health cash plan with an award winning supplier. This provides cash back towards everyday healthcare bills and a range of other wellbeing benefits.

❖ **Training and Development**

We offer a dedicated training and development fund to support the growth and progression of our employees.

❖ **Cycle to Work**

Access to a Cycle to Work Scheme enabling you to save 25-39% of the cost of a new bike and spreading the cost over a 12-month period.

❖ **Rail and bus services**

Access to the Mersey travel Season Ticket enabling the cost of annual season ticket to be spread over a period of 12 months and discounted monthly travel on Arriva bus services.

❖ **Length of service awards**

Employees are provided with additional time off and cash incentives at various long service milestones.

❖ **Complimentary staff tickets**

Complimentary staff tickets are available and employees are encouraged to attend events.

How to apply

Please click [here](#) to submit your application.

You will be required to input your personal details and then asked to attach documents.

Please submit the following documents:

- 1) a CV which doesn't include any personal details such as your name, date of birth, gender, address or phone number.
- 2) A maximum of 500 words detailing how you meet the requirements of the job.

To finalise your application you are also required to complete our Equal Opportunities Monitoring Survey. Please click [here](#) to complete this.

If you require any support with this process, please contact recruitment@liverpoolphil.com

Applications are due by **12 noon 25 October 2021**. No applications will be accepted after this time.

All applicants must have the right to work in the UK.

Interviews

Short-listed candidates will be invited to attend an interview **w/c 1 November**.

Equal Opportunities Statement

Liverpool Philharmonic is committed to striving to represent modern Britain in all its diversity. Liverpool Philharmonic is committed to equality of opportunity and welcomes applications from all suitably qualified candidates, irrespective of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation. In seeking to be representative of the Liverpool city region, applications from members of minority ethnic groups are particularly welcome as they are currently underrepresented within the creative industry. The appointment will be made on merit with independent assessment, openness and transparency of process.