

# Facilities Management Assistant

Candidate Information  
June 2022



A person is performing on a stage, holding a microphone. The background features a large screen displaying a city skyline at night. The foreground shows the backs of an audience seated in a theater. A green rectangular overlay is positioned in the center-left of the image, containing the title and a list of contents.

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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 programme of participatory 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 is rooted in our city

We are central to Liverpool's cultural offering, being the largest music organisation and one of the largest cultural organisations 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.

The city's young people are a central focus of our work. Our In Harmony programme provides an intensive, daily music-making programme for over 1500 children in Everton and Anfield, North Liverpool, and we run more than 5,000 workshops and events in community settings for all ages across the City. The Liverpool Philharmonic Youth Company provides a range of opportunities for music making for young people, including the Liverpool Philharmonic Youth Orchestra, Liverpool Philharmonic Youth Choir, Children's Choirs, and Rushworth Young Composers programme.

We work in partnership with the Mersey Care NHS Foundation Trust delivering programmes which support people in the Liverpool city region living with a range of mental health needs.

## Liverpool Philharmonic is committed to diversity and inclusion

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

We attract world class artists to perform at Liverpool Philharmonic Hall and our small venue, Music Room, with a diverse programme of performances ranging from classical, contemporary, rock, pop, folk, roots, and jazz to comedy, film and spoken word. We work with many organisations 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.

Liverpool Philharmonic reaches more people than any music organisation 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 programme.

**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 programme over the last 13 years.



# What is the role?

## • What is the role?

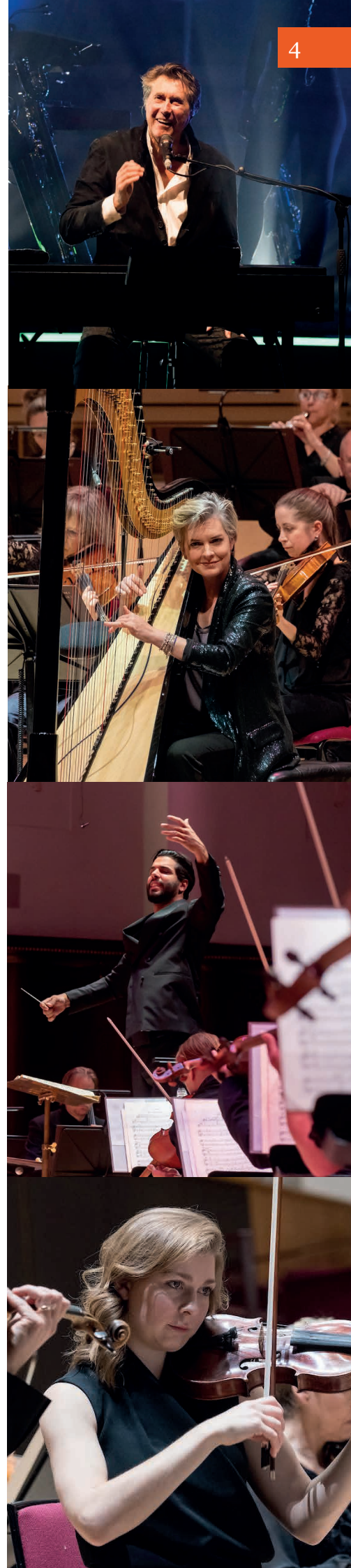
- **Title:** Facilities Management Assistant
- **Department:** Facilities Operations and Maintenance
- **Responsible to:** Facilities Manager
- **Responsible for:** Building maintenance
- **Contract:** Full time (35 hours per week)/ permanent position

## • Principal Role

An important part of the Facilities team, this post will assist in the maintenance of Liverpool Philharmonic Hall and the Friary sites. The successful candidate will provide general maintenance support undertaking basic repairs, unlock and lock up services, caretaking duties, portage and other general premises support as required.

## • Key Responsibilities

- To support the maintenance, repair and upkeep of the Liverpool Philharmonic Hall and associated properties
- To undertake general duties related to building care and presentation including grounds maintenance, portage, cleaning etc.
- To provide caretaking duties at the Friary (opening/closing building, portage and cleaning)
- To liaise, and supervise where necessary, contractors during their works and to control and monitor associated documentation
- To maintain excellent relationships with colleagues in other departments.
- To work flexibly and undertake any other reasonable task issued by your line manager.



# Person Specification

## • Skills & Experience

Criteria	Essential	Desirable
<b>Qualifications</b>		
General building maintenance qualification (City & Guilds) or 'hands-on' experience of basic building maintenance and repair		★
<b>Knowledge / Experience</b>		
Experience of general 'handy-person' duties in a customer oriented environment		★
Experience of safe systems of work		★
<b>Skills / Abilities</b>		
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	★	
Good standard of personal presentation	★	
A passion and initiative for service to ensure that the visitor's experience is enhanced by your commitment and proactive approach.	★	
Multitasking and time-management skills, with the ability to prioritize tasks	★	

# Key Information

- **Salary**

£18,067

- **Employment type**

Full-time (35 hours per week) / permanent position

- **Hours of work**

The post holder will be required to have availability to cover all weekday and weekend hours - however we expect that most shifts will take place weekdays, but flexibility will need to be offered for each and any eventuality. Shift times will vary dependent on the needs of the business.

- **Holidays**

26 days plus bank holidays

- **Pension**

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

- **Period of Notice**

1 month

- **Place of Work**

Liverpool Philharmonic Hall/ The Friary

## 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.

- **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 information together in **one** document:



a CV which doesn't include any personal details such as your name, date of birth, gender, address or phone number.



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](mailto:recruitment@liverpoolphil.com)

Applications are due by 12 noon Wednesday 29th June.. 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 4th July.

## 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.



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The work of Liverpool Philharmonic is supported by:



Liverpool  
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Liverpool



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