

LIVERPOOL PHILHARMONIC

PHILHARMONIC HALL

Facilities Assistant

Candidate Information
January 2023

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 a 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?

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- **Title:** Facilities Assistant
- **Department:** Facilities
- **Location:** The Friary / Liverpool Philharmonic Hall
- **Responsible to:** Facilities Manager
- **Contract:** Full time, permanent

Principal Role

The Facilities Assistant, as part of the Facilities team, will be responsible for the day-to-day efficient running of all Liverpool Philharmonic buildings.

The successful candidate will be required to work evenings and weekends and work closely with the Facilities team and all building users to ensure the smooth operation of the building. They will provide general support undertaking cleaning duties, basic maintenance, unlock and lock up services and other general premises support as required.

Key Responsibilities

- Maintain premises security such that key holding procedures are observed and that all premises remain as secure as is practically possible.
- Manage the access of staff and visitors to all buildings using the pass system and visitor log system when required.
- Carry out planned preventative maintenance and checks as per schedules.
- Manage the security of the Friary car park and monitor the access and exit of vehicles. To manage remote access of the gates for the admittance of visitors to the site.
- Undertake moving of furniture and equipment as required and to ensure rooms are set up for meetings etc as required in all buildings.
- Undertake minor day-to-day repairs as required.
- Report all structural, fabric, furnishings, fixtures and equipment defects to the Maintenance Manager, Liverpool Philharmonic Hall.
- Undertake daily cleaning of the premises to ensure high levels of cleanliness and hygiene are achieved and maintained inside and outside of the premises where required.
- Ensure the safe storage of materials covered by the COSHH regulations.
- Undertake the role of Fire Warden and Incident Control Officer.
- Regularly test fire alarms and be familiar with the evacuation procedure for the premises and carry out evacuation drills as required.
- Ensure lights and other equipment is switched off as appropriate.
- Open and lock down the *public* areas of the building(s) (principally Liverpool Philharmonic Hall) at the start and end of the day
- Ensure the security of the buildings, their contents and people
- CCTV monitoring
- Fire panel monitoring
- Any other reasonable duties as requested by Management Team at Liverpool Philharmonic Hall

Person Specification

The successful candidate is likely to be able to demonstrate the following:

Skills and Experience

Criteria	Essential	Desirable
Knowledge & Experience		
Proactive approach to building cleanliness	**	
Health and safety experience		**
Experience of general 'handy-person' duties in a customer oriented environment		**
Experience of safe systems of work		**
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	**	
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	**	
Available to work evenings and weekends	**	

Key Information

- **Salary:** £21,834 per annum
- **Employment type:** Full-time (35 hours per week) / permanent position
- **Hours of work:** Shift system Monday – Sunday with 2 days off
- **Holidays:** 26 + bank holidays
- **Pension:** Access to a Group Pension scheme whereby employees are auto enrolled and can enjoy employer contributions.
- **Period of Notice:** 4 weeks
- **Place of Work:** The Friary, Fox Street, Liverpool L3 3BQ and Liverpool Philharmonic Hall L1 9BP

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

You are required to complete our Equal Opportunities Monitoring Survey. Please [click here](#) to complete this.

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 (that does not include any personal details such as your name, date of birth, gender, address or phone number).

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

Applications are due by **12 noon on 17th February 2023**. 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 on 24th February 2023 at Liverpool Philharmonic Hall, Hope Street L1 9BP

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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Royal Liverpool Philharmonic
Liverpool Philharmonic Hall
Hope Street
Liverpool L1 9BP

Box Office: 0151 709 3789

The work of Liverpool Philharmonic is supported by:



Liverpool
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