



## **Facilities Officer: Gladstone's Library Part-time (25 hours a week)**

We are looking to recruit a new member of our team!

We are looking for a skilled **Maintenance worker** to join the team here at Gladstone's Library. You will be a professional, who takes pride in your work and who will be committed to keeping our beautiful Grade 1 listed building running smoothly. We are looking for someone who can turn their hand to most things, who is reliable and with a keen eye for detail. Could this be you?

### **About the Library**

Gladstone's Library is a unique institution. It is the UK's finest residential library, boasting 26 bedrooms, an on-site restaurant and a comfortable guest lounge. It is also the UK's only Prime Ministerial library and was built following a bequest from William Ewart Gladstone, Victorian statesman and four times Prime Minister of Great Britain. The current building, raised in 1902 and designed by John Douglas and was funded by public subscription. The organisation is a self-sustaining registered charity. We host a lively programme of events which include talks, workshops, masterclasses and residential courses.

Our world-famous Reading Rooms house thousands of books, including the Gladstone Collection, which comprises items from Gladstone's own personal library. It is also home to several unique archival collections, making it a destination for scholars from across the globe.

### **About the Role.**

Your areas of responsibility are:

- **General maintenance and DIY jobs, including painting, decorating, basic carpentry together with plumbing repairs and maintenance. We carry out our own PAT testing so you will need to be willing to undertake the necessary training for this.**
- **Support the Operations Manager to ensure full Health and Safety compliance across the building.**
- **Carry out Health and Safety checks including Legionella, Fire safety and general Health and Safety.**
- **Work at all times in line with Health and Safety legislation and other regulatory bodies to ensure your safety and that of others.**
- **Arrange quotes for additional works and liaise with contractors.**
- **Set up and test AV equipment in our conference rooms as required.**

## About you

- You are someone who takes pride in your work and a 'job well done'. You will have a 'can-do' attitude.
- You pay attention to detail and are aware of the needs of a Grade 1 listed building.
- You are flexible in your work pattern (with reasonable notice) to allow for planned work to be completed in a busy venue. You may be available for additional hours if required.
- You are a good communicator, and you enjoy working as part of a team.
- You will understand the implications of working in a Grade 1 listed building and for a charitable institution and you are able to work effectively within those constraints.

## Things about the job you might like to know!

- Your salary is £19500pa (£15/hour). An optional pension scheme is available, and we can provide further information.
- This is a part-time position (25 hours over 5 days), and the usual hours of working are 8.30am-1.30pm.
- Your holiday entitlement is 21 days. In addition, the Library closes for 2 weeks over Christmas and New Year - however as this time is needed for maintenance that can only be done when we are closed, you will have 6 days holiday at this time and the remaining 4 days will be added to your entitlement (so you will have 25 days to book each year). The holiday year runs from January-December.
- There will be a 3-month probation period.
- You will be line-managed by the Operations Manager, Sam Mantache.
- If you work over 6 hours in a day, a light lunch is available free of charge, and free tea and coffee is available however long you work!
- Parking on site is sometimes available depending on how busy we are.
- You must respect and support the liberal and inclusive values of the Library and reflect these in your everyday performance.

We are a friendly team – committed to a safe environment where colleagues can flourish and develop.

## To apply:

Please send your CV together with a short covering letter saying why you are just the person we are looking for to:

Sam Mantache, Operations Manager. Email: [sam.mantache@gladlib.org](mailto:sam.mantache@gladlib.org)

We look forward to hearing from you and good luck!

Application deadline: Friday 23<sup>rd</sup> May at 12noon

Interview date: Friday 30<sup>th</sup> May

Start date: negotiable