

Job description

**Royal
Geographical
Society**

with IBG

Advancing geography
and geographical learning

● Building Maintenance Operative

... **The Society**

The Royal Geographical Society (with the Institute of British Geographers) is the learned society and professional body for geography and geographers. It is also a charity and a membership organisation. The Society was founded in 1830 and has been one of the most active of the learned societies ever since. It was pivotal in establishing geography as a teaching and research discipline in British universities and continues to play a key role in geographical and environmental education.

The Society is a leading world centre for geographical learning – supporting education, teaching, research, professional practice and scientific expeditions, as well as promoting public understanding and enjoyment of geography and providing advice to policymakers.

The Society has an international membership of approximately 16,000, 31 specialist research groups, and a programme of activities that extends far beyond its membership to broad engagement with more than three million people per year. Over 200 lectures, conferences and other events are organised each year including a major four-day Annual Conference, a programme of popular lectures, professional development for geographers, and policy-related discussions.

The Society also publishes, under contract, scholarly journals and the popular Geographical magazine. It empowers others through a programme of grant-giving in support of research, fieldwork and expeditions, and teaching. The Society's information resources include its historic geographical Collections of maps, images, books, manuscript archives and artefacts.

The Society offers professional accreditation to members through Chartered Geographer status.

The Society is based in a listed building in its own grounds in Kensington opposite Hyde Park, and operates nine regional branches in the UK and two overseas. There are 57 permanent staff, together with temporary, and volunteer staff.

Applicants are strongly recommended to familiarise themselves with the current work of the Society set out on our website www.rgs.org

The position

The Society is seeking to appoint an experienced and proactive Building Maintenance Operative for the premises. We are seeking a flexible, efficient, reliable, friendly, trustworthy, and well-organised team player. The successful candidate will be well motivated and able to identify jobs that need doing without being told.

The advertised role has the responsibility for ensuring, on a day-to-day basis, that the Society's premises are safe, clean, and sensibly maintained.

As the Building Maintenance Operative, you will be responsible for the day-to-day safety and security and building maintenance (in a listed building) and, in addition, you will provide some support for event preparation to ensure smooth running of the premises for our members, users and employees.

Salary and application details

This is a full-time permanent appointment, subject to successful completion of a three-month probationary period. The salary range for this position is £29,120-£31,200 per annum depending on experience and qualifications. The working hours are 8.00am-4.00pm every day and is fully site based. The post is based in South Kensington, London.

There are a range of benefits at the Society which include the following:

- 35-hour working week.
- Office-based with opportunity for occasional home working.
- 25 days annual leave per annum plus public bank holidays.
- Society closure between Christmas and New Year, in addition to the basic annual leave allowance.
- Generous pension scheme - 3% employee, 7.5% employer.
- Group Life Assurance at four-times basic annual salary.
- Corporate eye care vouchers.
- Cycle to work scheme.
- 24-hour Employee Assistance helpline with available counselling support.

The Society aims to be an equal opportunities employer.

To apply please email HR@rgs.org with a copy of your CV and a covering letter explaining your suitability for the post and how you fulfil the selection criteria, along with the monitoring form.

Applications must be received **by 9.30am on Monday 3 March**. We regret that we are unable to respond to all applications and can only notify shortlisted candidates.

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Job description for the post of Building Maintenance Operative

Post: Building Maintenance Operative
Department: Finance and Services
Responsible to: Facilities Manager
Persons reporting: None

Location: London, South Kensington

Salary: £29,120-£31,200 per annum

Purpose of the post

- To ensure the Society provides a safe and secure environment for its members, users, employees, and visitors at Lowther Lodge and that the plans for emergencies and evacuations are supported by the necessary infrastructure in well maintained conditions.
- To safeguard the Society's building assets through good stewardship of the premises.
- To support smooth and efficient use of the Society's facilities at Lowther Lodge through good preparation, timely basic repairs and routine maintenance and replenishment of consumables.
- To ensure Lowther Lodge and its grounds are presented well to members, users, employees, and visitors.
- To support the management of the property and its facilities in a cost-effective manner and to be prepared to work flexible hours by agreement.

Duties and responsibilities

Safety and Security

- Conduct and document regular fire alarm, intruder alarm and emergency lighting testing.
- Ensure evacuation and emergency exit routes are always kept clear and that fire appliances are in place and in service.
- First point emergency contact on the premises.
- Supporting security cover in the Kensington Gore entrance (e.g. when security staff are on break).
- Undertake fire safety inspections.
- Undertake ladder inspections.

Routine Maintenance

- Undertake implemented proactive maintenance and inspection regime.
- Accompany maintenance contractors whilst on-site as required.
- Day to day repairs:
 - Changing light bulbs, unblocking drains/toilets, painting/decorating, and preservatives, managing keys, managing stores, distributing consumables, and replenishing the facilities as required.
- Maintain forecourt, car park, terrace, and gardens.

Room set up

- Support room change-over/set up in the morning and/or late afternoon, and as required during the day.
- Occasional assistance to clean between events to ensure a quality feel in public areas.
- Deliver large shipments around the building and into/out of the storeroom.



- Help pack up/take down displays for Society-related events and for Enterprise events as required.
- Install/take down Society/related exhibitions; help support hired exhibitions in set up and take down.
- Regular liaison with Events Co-ordinators to ensure planning of requirements is understood in advance.

Other

- Fire warden
- First aider
- Furniture installation

Selection criteria

The following are the requirements for this post. These are the criteria against which candidates will be shortlisted and judged, and it is in your interest to ensure that you cover each of these areas in the covering letter of your application.

Essential

- Experience of property maintenance.
- Fire, safety and security knowledge.
- Physically active, with ability to undertake Manual Handling aspects of role.
- IT literate with experience in Microsoft Office.
- Proactive approach and good communication skills.
- Team player and strong sense of responsibility.
- Honest, dependable and reliable.

Desirable

Experience of/skills in:

- Electrical and/or plumbing and/or carpentry.
- Painting and decorating.
- Property maintenance planning and documentation/systems.
- Listed buildings.
- Gardening.
- Cleaning.