

## **Building & Facilities Assistant Recruitment Information**



Closing date for applications: 12pm, Tuesday 12 October 2021  
First interviews: Thursday 21 October 2021

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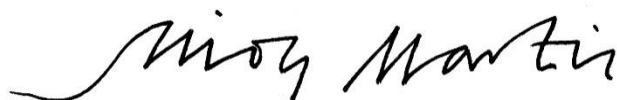
# Welcome

Thank you for your interest in joining our dedicated and ambitious team as **Buildings & Facilities Assistant**.

The postholder will play a key role in the smooth day-to-day running of the Gallery, ensuring that the building is safe, secure and well presented for visitors, volunteers and staff. These are key elements for us as a public building and play a significant role in upholding the Gallery's brand, values and reputation.

Pallant House Gallery is committed to promoting a diverse and inclusive workplace. We are keen to ensure that opportunities to work with us are open to everybody and welcome applications from people from all backgrounds. If you have any questions about application process or need any additional support, please contact [humanresources@pallant.org.uk](mailto:humanresources@pallant.org.uk) or phone us on 01243 774557.

We look forward to receiving your application.

A handwritten signature in black ink that reads "Simon Martin". The signature is fluid and cursive, with a long, sweeping underline that extends to the left.

Simon Martin  
Director

# Introducing Pallant House Gallery

Pallant House Gallery is a leading UK museum that stimulates new ways of thinking about art. We explore new perspectives on British art from 1900 to now through an ambitious programme of exhibitions and creative opportunities for all. We invite people from all walks of life to explore our world class collection in a distinctive setting in the heart of Chichester.

## **Our funding**

We receive around 15% of our annual income from public funding. We are an Arts Council England National Portfolio Organisation (NPO) and receive annual support from Chichester District Council. We are reliant on fundraising, endowment income, admissions, sponsorship and commercial activity to cover our costs. 4,000 Pallant House Gallery Friends provide valuable income and support.

## **Our people**

We employ 33 staff (14 full time, 19 part time) and are supported by 200 highly committed volunteers. We receive an average of 60,000 visitors a year.

## **What makes us different?**

### Original exhibitions

We present exhibitions that say something new about British art from 1900 to now. We explore relevant subjects with fresh angles and celebrate well-known, overlooked and emerging artists.

### A 'collection of collections'

We care for a world class collection of Modern British and contemporary art, largely formed of donations by passionate collectors over 35 years. We continue to make it accessible and show its relevance to today.

### A part of people's creative lives

Our wide range of creative opportunities for people of all ages and backgrounds helps them to discover how art can have a place in their lives.

### A distinctive home

We welcome visitors to the distinctive setting of an 18th century townhouse and a 21st century gallery in the heart of historic Chichester on the south coast of England.

# Job Description

## Details

Job title:	Building & Facilities Assistant
Contract:	Permanent, part-time
Salary:	£11,000 per year
Hours:	22hrs per week – see breakdown below
Location:	Pallant House Gallery, Chichester
Reports to:	Head of Buildings & Facilities

## Purpose and key objectives

The Building & Facilities Assistant will play a key role in the smooth day-to-day running of the Gallery, ensuring that the building is safe, secure and well presented for visitors, volunteers and staff. The Building & Facilities Assistant will support the Head of Buildings & Facilities on a wide range of external and internal maintenance tasks, environmental monitoring of the galleries and Health & Safety compliance.

## Key responsibilities

- To undertake daily cleaning and sanitisation of the public and private areas including galleries, café and bathrooms, and to carry out additional cleaning and sanitisation as required
- To monitor and maintain adequate stocks of cleaning supplies and consumables
- To undertake regular maintenance on the interior and exterior of the buildings and garden
- To support and monitor external contractors working on site
- To monitor and maintain the Gallery's environmental control equipment
- To assist with day-to-day Health & Safety related tasks and maintain necessary Health & Safety records
- To provide audio visual and IT support for events, meetings and workshops
- To co-ordinate recycling and assist with the development and implementation of the Gallery's Environmental Action Plan
- To be trained as a first aider and fire marshal
- To assist the Gallery Technician as required
- To deputise for the Head of Buildings & Facilities as required

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post.

## Hours of work

Monday: 8am – 4:30pm

Wednesday – Friday: 8am – 10:30am

Saturday: 9am – 5pm

# Person Specification

## Essential:

- Strong individual and team-working skills with an ability to be flexible
- Proven practical skills in maintenance work
- An organised approach to work, including excellent time-management skills and ability to prioritise tasks effectively
- Careful, thorough with excellent attention to detail
- Willingness to undertake training

## Desirable:

- Experience of using cleaning materials and equipment e.g. floor buffer, jet washer
- IOSSH or similar health and safety qualification
- Experience of working in a museum, gallery or visitor attraction
- An understanding of Health & Safety and security requirements in a public building

# Benefits and Wellbeing Package

## Benefits

### Flexible working

- The Gallery has a Flexible Working policy and will consider flexible working requests on successful completion of an employee's probationary period.

### Holiday Allowance

- 25 days basic holiday allowance (pro-rata)
- Extra day off each year to celebrate a birthday or other occasion

### Pension

- Auto Enrolment scheme. Currently a 3% contribution from Pallant House Gallery

### Travel Support

- Interest free loan scheme for annual season tickets for trains
- Interest free loan for annual car park permits

### Discounts and free offers

- 20% discount in the Pallant House Gallery Restaurant and Café (excluding Saturday)
- 10% discount in Pallant House Gallery Bookshop
- Free admission tickets to the Gallery for family and friends
- Free tickets to Gallery talks and online lectures
- Free copies of the lead exhibition catalogues and Gallery Magazine
- Free Preview tickets for Chichester Festival Theatre (subject to availability)

## Health & Wellbeing

- Fresh organic fruit provided weekly in the staff room (currently paused due to the pandemic)
- Annual flu jab
- Free sanitary products
- Offer of health and wellbeing related counselling (up to six sessions, subject to the confirmation of the session rate) for staff on request from your line manager

## How to apply

### Process

Please complete and return the following forms, which are available to download our website here: [pallant.org.uk/who-we-are/our-people/work-with-us/](http://pallant.org.uk/who-we-are/our-people/work-with-us/)

- Application form
- Equality and Diversity Monitoring form

If you have any access issues or questions about these forms, please contact [humanresources@pallant.org.uk](mailto:humanresources@pallant.org.uk) or phone us on 01243 774557.

The completed forms should be returned:

- by email to [humanresources@pallant.org.uk](mailto:humanresources@pallant.org.uk)
- or by post to:  
Human Resources  
Pallant House Gallery  
9 North Pallant  
Chichester  
PO19 1TJ

### Deadline for receipt of applications

The deadline for applications is 12 noon on Tuesday 12 October 2021. Please note that late applications will only be accepted if received within 1 hour of the closing time. Any forms received after this time will not be processed.

### Acknowledgement of receipt

Email applications will be acknowledged by auto response when we receive them.

Candidates not selected for interview will be informed by email. We regret we cannot enter into correspondence as to the reasons for non-selection.

### Interviews

The interview schedule for this post is as follows:

Interview	Date	Location
First interviews	Thursday 21 October 2021	Pallant House Gallery
Second interviews	TBC	TBC

If interviews are held on site, the Gallery will offer to reimburse candidates who incur reasonable travel costs on production of a valid receipt or mileage claim.



# Equal Opportunities

Pallant House Gallery is an equal opportunities employer and we are committed to promoting a diverse and inclusive workplace. We are keen to ensure that opportunities to work with us are open to everybody and welcome applications from people from all backgrounds.

If you have any questions about application process or need any additional support, please contact [humanresources@pallant.org.uk](mailto:humanresources@pallant.org.uk) or phone us on 01243 774557.

## Applicants with disabilities

We are committed to employing people with disabilities and wish to encourage more applications from people with disabilities.

If you are considered to be disabled under the Equality Act definition<sup>1</sup> and have demonstrated that you meet the essential criteria for the post, you will be guaranteed an interview. Please indicate whether you consider yourself to have a disability in the relevant section of the application form, along with any arrangements you would like us to make to assist you if you are called for interview.

## Equality and Diversity Monitoring form

The Equality Act 2010 requires us to ensure that we do not unlawfully discriminate against applicants. By completing the Equality and Diversity Monitoring form, you will help us check that we have complied with the law and improve our efforts to diversify our workforce.

Your answers you give will be held as anonymous and confidential data. The information from the forms we receive will be combined and reviewed in aggregate (so that you cannot be identified) and retained for no more than twelve months after the end of the recruitment process.

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<sup>1</sup> The Equality Act 2010 states that a person has a disability if they “have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities.”