

Job Application Pack
**Building and Operations
Manager**
(12-month Fixed Term Contract)



Photo: Abiola Remi-Lawal

Welcome

Thank you for your interest in our vacancy for a Building and Operations Manager.

In the following pages you will find:

- An overview of what we do here at Freelands Foundation, and why we do it.
- A job description that explains what this role is responsible for and who it reports into.
- A person specification that sets out what we think the requirements are for someone to do this role, in terms of experience, knowledge, skills, qualifications and attributes.
- A summary of terms that sets out the salary, hours, working pattern, working location, and the benefits we offer.

The application process

Please read through this job application pack for all the details about the role, and we also encourage you to take a look at our website. If you would like to apply for this role then please follow the link on our careers page, and provide the following via the online application form:

1. An up-to-date copy of your CV.
2. Responses to the application questions.
3. Contact details of two referees.

AI Tools, such as ChatGPT, can be useful for exploring thoughts but we ask that the words you share with us are your own. Responses that feel overly generic or artificially generated may not reflect the individuality we value and could affect how your application is perceived or result in it being rejected.

Accessibility

If completing the written application form and providing a CV is not accessible to you, please let us know and we will do our best to accommodate your needs so that your application can still be considered.

Deadline

The deadline for applications is **12pm on 23 April 2026**. Anything we receive after that deadline will not be considered.

Next steps

We will consider all completed applications received by the deadline and score them against the person specification, based on the available content in your application questions and CV. Please read the full person specification for full details. If you are not sure if you meet all the essential requirements, please don't automatically rule yourself out – let us do the scoring.



Using those scores, we will create a shortlist for first interviews, and send a response out to all applicants that either invites you to an interview or lets you know that your application has been unsuccessful.

We aim to respond to all applicants within two working weeks of the closing deadline. If this changes, we will let everyone affected know as quickly as possible.

Due to the high volume of applications we receive, we do not provide feedback on unsuccessful applications at this stage.

If you are invited to interview, your interview invitation will let you know where to go, when, and what to expect. We will also ask what adjustments we can make to ensure your interview is fully accessible to you.

We may provide some questions in advance, and we may also ask interviewees to prepare or take part in a practical exercise as part of their interview. If so, we will include full details of that in advance as well, and everyone invited to interview will get the same information. We may also ask to take up some references in advance, with your permission. This would not include your current employer, unless you gave us permission.

After the first round of interviews, we will score all the candidates based on the person specification and the information provided during interview and any references taken up until that point. Using those scores, we will decide if we need to go to a second round or if we can appoint. We will let all our interviewees know our decision as quickly as we can. If anyone is unsuccessful at this point, then we will offer feedback based on their application and interview, if they would like it.

Interview dates

We are aiming to hold interviews the weeks commencing **20 and 27 April 2026**. If this changes we will let everyone affected know as quickly as we can.

More information

We have tried to make this application as comprehensive as possible. If you cannot find the information you need before deciding whether to apply, please email recruitment@freelandsfoundation.org.uk.

We know this is a lot of information to take in, and that if you choose to apply you will be putting a lot of time into your effort into your application as well.

We really appreciate you reading this far, and thank you for your time and interest.

With best wishes,
Freeland Foundation



Freelands Foundation
12 Errol Street, London
EC1Y 8LX

hello@freelandsfoundation.co.uk
+44 (0) 020 3598 7081
@freelandsf

About Freelands Foundation

Freelands Foundation champions art education. Freelands Foundation believes in the intrinsic value of art and that making is fundamental. Its vision is to increase the status of art education, enable equality of access and promote material literacy.

The Foundation supports this important work in formal education settings, in galleries and art organisations, and by learning through artistic practice. Its charitable programme provides vital funding through grants, awards, fellowships and residencies. It also commissions innovative action research to inform the Foundation's future support and to help make progress across the sector. At the Foundation's home in London, as well as online, there is a programme of lively discussions, workshops and events for teachers, artists, gallery and art professionals, alongside a growing library of inspiring art education resources.

Freelands Foundation was set up in 2015 by Elisabeth Murdoch. It is a registered charity (number 1162648).



Photo: Matthew Blunderfield



Freelands Foundation
12 Errol Street, London
EC1Y 8LX

hello@freelandsfoundation.co.uk
+44 (0) 020 3598 7081
@freelandsf

About the role

Freelands Foundation is looking for a Building and Operations Manager to oversee the safe and effective running of our 11,000 square foot building in Central London. The space is multifunctional, housing a library, event spaces and team offices. This role leads on health and safety, fire safety and security, and is responsible for creating a comfortable and secure working environment for our team.

A core feature of this position is ensuring the successful running of events, exhibitions and programmes from an operational perspective, coordinating with programme workstreams and managing our Front of House team. The role is pivotal in creating a welcoming atmosphere for visitors and takes the lead on making spaces as accessible as possible.

Ahead of planned capital works in 2027, this role will also support the redevelopment planning and due diligence efforts, coordinating site visits and responding to building-related queries.



Photo: Abiola Remi-Lawal



Freelands Foundation
12 Errol Street, London
EC1Y 8LX

hello@freelandsfoundation.co.uk
+44 (0) 020 3598 7081
@freelandsf

Role responsibilities

Building

- Responsible for the upkeep of the building, coordinating maintenance site visits, managing cleaning suppliers, and ensuring ad hoc repairs are completed on a timely basis.
- Maintain the Foundation's furniture and electrical equipment, ensuring regular checks are done and that an accurate inventory is maintained.
- Ensure the building and its contents are secure and oversee all keyholding procedures.
- Coordinate with relevant stakeholders, including Islington Council and neighbouring premises, on any building-related matters.
- Acting as the first point of contact for anyone visiting the building, and coordinating post and deliveries.

Programme support

- Support project leads with the delivery of exhibitions, events and workshops, including liaising with technical teams and organising furniture and equipment.
- Manage the Foundation's Front of House team, facilitating training as required and ensuring the delivery of an excellent visitor experience.
- Overseeing the safety of all events, ensuring risk assessments are completed and any mitigating actions are fully implemented.
- Gather and disseminate feedback on programme activity to facilitate the continuous improvement of Freelands Foundation programming from an operational perspective.

Operations

- Monitor and implement suitable health and safety, fire safety and security procedures, including promptly dealing with incidents and ensuring all staff receive the required training.
- Being the initial point of contact and reacting to any out-of-hours issues as they occur, such as fire alarms and security breaches.
- Implement appropriate insurance cover, including building, contents and cybersecurity.
- Manage the organisation's IT hardware and the day-to-day relationship with the organisation's IT Support provider.
- Oversee the budget for utilities, repairs, maintenance and equipment.

Freelands Foundation contribution

- Identify and undertake such tasks that are needed to deliver this role's responsibilities.
- Work in cooperation with colleagues across the organisation, providing support and cover as needed within available time and resources.
- Undertake organisational training as required.
- Work within the organisation's agreed policies and processes, confirming such with a senior manager where clarity is needed.
- Uphold the organisation's values and mission in all internal and external interactions undertaken on behalf of Freelands Foundation.



Person specification

Essential

- Experience
 - Leading the day-to-day maintenance of a public building.
 - Ability to manage third-party suppliers in achieving deliverables on time and within budget.
 - Experience managing a Front of House team in a creative venue.
 - Overseeing outsourced IT Support providers and onsite troubleshooting, with knowledge of the Microsoft Suite essential.
- Knowledge
 - Working knowledge of health and safety, fire safety, safeguarding and security policies and procedures.
 - Financially literate with the ability to manage budgets and process invoices.
- Skills
 - Highly organised with experience of implementing effective operational systems.
 - Excellent time management, planning and coordination skills, able to manage multiple priorities and work calmly under pressure and to a deadline.
 - Ability to work collaboratively and form good working relationships internally and externally.
- Attributes
 - A proactive and collegiate approach to problem-solving.
 - A positive response to deadline-driven project working.
 - Strong support for our mission to champion art education.
 - A strong belief in the intrinsic value of art.

Desirable

- Experience
 - Significant experience managing a heritage building, used as both an events and office space.
 - Involvement in previous capital projects, including planning and operational readiness.
 - Optimising the visitor experience in a visual arts context.
- Knowledge
 - Broad understanding of art making within the context of art education.
 - Knowledge of the Cyber Essentials accreditation and cybersecurity preventative procedures.
- Qualifications
 - Health and Safety qualification, such as IOSH / NCRQ / NEBOSH.
 - Fire warden and first aid trained.

The appointment is subject to an Enhanced DBS check. Only candidates who pass the check will be offered employment.



Freelands Foundation is committed to anti-racism and to addressing inequality in the art sector. We warmly welcome applications from Black, Asian and ethnically diverse candidates, as individuals from these backgrounds are currently underrepresented at all levels of our organisation.

If you require adjustments for any part of the recruitment or selection process, including an alternative format for the job description or job advert, please contact recruitment@freelandsfoundation.co.uk and we will be happy to accommodate your access requirements.



Freelands Foundation
12 Errol Street, London
EC1Y 8LX

hello@freelandsfoundation.co.uk
+44 (0) 020 3598 7081
[@freelandsf](https://www.instagram.com/freelandsf)

Summary of terms

Salary: £40,000 per annum.

Hours of work: Full-time, 40 hours per week.

Working pattern: Typical working hours will be Monday to Friday, 10am to 6pm. Due to the nature of the role, some early morning and evening work will be required, for which TOIL can be claimed.

Location: Freelands Foundation offices in Central London. Due to the building-based requirements of this role, this is a full-time onsite role.

Contract: 12-month fixed term contract.

Benefits include:

- 25 days annual leave, plus UK public holidays and discretionary office closure (currently one week in the summer, and between 25 December – 1 January inclusive, subject to project demands).
- Employer pension contributions of 6%.
- Critical illness insurance, group income protection and life assurance schemes.
- Annual training budget available for approved work-related training.
- Cycle to work scheme, with on-site lockable bike rack and shower available.
- Well stocked staff kitchen with dedicated eating area.
- Access to our art education library.

Visa sponsorship likely status: Unfortunately, sponsorship is not available for this role.



