

Facilities Supervisor Recruitment Information Pack



Closing date for applications: Thursday 27 August 2026

First interviews: Tuesday 8 September 2026

Second interviews (if required): Wednesday 16 September 2026

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Welcome

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

Pallant House Gallery is a dynamic cultural organisation with an internationally significant collection of Modern British Art and a critically acclaimed exhibition programme. Our mission is to share and stimulate new perspectives on British art and play a pivotal role in the creative lives of our audiences.

We are seeking a confident and practical Facilities Supervisor who will play a key role in overseeing the smooth running of the Gallery and ensure that our buildings are safe, secure and well-presented.

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 or phone us on 01243 774557. We will be happy to help.

We look forward to receiving your application.

A handwritten signature in black ink, reading "Simon Martin". The signature is written in a cursive, flowing style with a horizontal line underneath.

Simon Martin
Director

Introducing Pallant House Gallery

Pallant House Gallery is a leading UK museum that explores 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.

The Gallery welcomed over 68,600 visitors in 2025/26. Our most recent major exhibition “William Nicholson” (which closed in mid-May) received over 37,000 visitors and generated over 65 pieces of coverage across publications and websites including *The Times*, *The Observer*, *The Daily Telegraph*, *The London Review of Books*, *Country Life*, *Apollo*, *The Burlington Magazine*, *The New Statesman* and *The Spectator*.

Our funding

The Gallery is a charity and operates on a mixed funding model; our revenue comes from earned income (included ticketed admission and events), endowment income, philanthropic and fundraised income and public funding. Our largest regular public funder is Chichester District Council and our Friends and Patrons schemes have over 4,100 memberships, which provide valuable income and support.

Our people

We currently employ 46 members of staff – led by our Director, Simon Martin - and are supported by over 200 highly committed volunteers. Our Board of Trustees is responsible for the strategic direction of the organisation, with the support of a number of Sub-Committees and external Advisory Groups.

Our values

1. Bold and ambitious

We are ambitious, confident and think big. We strive to be innovative and are not afraid to be experimental.

2. Collaborative

We are collaborative, make meaningful connections with our audiences, and provide a space in which people can connect with each other. We make narrative connections within interpretation, connecting Modern British to contemporary, historic and international art.

3. Open and welcoming

We are inclusive and open in all communication with our audiences. We are respectful of individuality and provide a warm, supportive and non-judgemental environment for all who engage with us. We are committed to promoting a diverse and inclusive workplace, providing opportunities that are open to everybody and include people from all backgrounds.

4. Outstanding quality

We are committed to achieving the highest standards in everything we do, ensuring a rigorous approach to curatorial and public programming, and an outstanding experience for our audiences at all stages of the visitor journey.

5. Our Commitment

Consideration of our environmental impact and ensuring sustainable development needs to be embedded within the organisation so will inform all our decisions.

Our location

Chichester is a cathedral city and the county town of West Sussex, which lies between the South Downs and the sea.

Amenities and attractions

The city centre has a great range of shops, cafes and restaurants and a weekly market. It is a 10-minute drive north into the South Downs National Park; a 15-minute drive to Chichester Harbour and a 20-minute drive south to the sandy beach at West Wittering.

Local leisure and cultural attractions include Chichester Festival Theatre, Chichester Gate Leisure Park (cinema, restaurants, entertainment) the Goodwood Estate, West Dean and the Weald & Downland Open Air Museum, and heritage sites such as the 12th century Chichester Cathedral, Fishbourne Roman Palace, Petworth House and Arundel Castle.

Transport links

Road: Chichester is on the A27 coastal trunk road, which connects the city to the M3, M27 and M275 motorways. There is also access to the north: the A29 to London joins the A27 a few miles outside the city; the A285 runs north-east to Petworth and beyond; and the A286 runs towards Haslemere, Surrey. There are a number of large car parks on the outskirts of the city centre, with the closest being a 10-min walk from the Gallery.

Rail: Chichester is a mainline station on the on the West Coastway Line, with regular services to Brighton (50mins), London Victoria via Horsham (90mins), Portsmouth (25 mins) and Southampton (55 mins).

Buses: Chichester bus station, located next to the railway station, is the local hub. Operators include Stagecoach in the South Downs and Compass Travel.

Job Description

Details

Job title:	Facilities Supervisor
Salary:	£25,500 - £28,000 per year FTE, prorated to reflect working hours
Contract:	Permanent
Hours:	15hrs per week; must include Saturdays and occasional evenings may be required
Location:	Pallant House Gallery, Chichester
Line manager:	Head of Buildings & Facilities

Main purpose of the role

In addition to its world class art collection and acclaimed exhibitions, Pallant House Gallery is renowned for its award-winning buildings and warm welcome. We seek outstanding quality in everything we deliver and are looking for a confident, practical Facilities Supervisor who remains calm under pressure and wants to work alongside a motivated, friendly team.

The Facilities Supervisor will play a key role in overseeing the smooth running of the Gallery, ensuring the buildings are safe, secure and well-presented. The successful candidate will be highly responsible, confident working independently, able to prioritise a wide range of tasks, and to take a practical approach to problem solving. This is a hands-on position, responsible for day-to-day maintenance and facilities operations, to ensure high standards of compliance and operational delivery.

Following a period of training, the postholder will be able to act as duty manager, with overall responsibility for the safety and security of the building, and to deputise for the Head of Buildings & Facilities in his absence. The successful candidate therefore must be able to work on their own initiative, in close collaboration with the Visitor Services Team, the independent Cafe and Bookshop, and our Gallery Volunteers.

Key responsibilities

- To be a fully trained duty manager, first aider and fire marshal; supporting staff and volunteers with the management of visitors on site, as required.
- To ensure the safe and effective operation of the building and equipment, with overall responsibility for the site when acting as duty manager.
- Manage site security and access control systems, including alarms and CCTV.
- To be a key holder; opening, closing and securing the building.
- To manage the Gallery's emergency, health and safety, and security procedures, with overall responsibility for their implementation when acting as duty manager.
- Act as main point of contact for the emergency services and external contractors and ensure all contractors comply with safeguarding, health and safety and site procedures.

- Undertake regular checks of the Gallery's plant equipment and building management system.
- Monitor the Gallery's environmental control equipment.
- Carry out, or oversee contractors to undertake, planned and reactive maintenance and repairs on the interior and exterior of the buildings and courtyard.
- Carry out regular site presentation checks and cleaning when needed.
- Log all facilities queries and maintenance issues to report to the Head of Buildings and Facilities.
- Support the set-up of events, meetings and workshops, including audio visual and IT equipment.

Full training in all aspects of the role will be provided. Regular training in Health & Safety, GDPR & Cyber Security, EDI, and Safeguarding is mandatory for all staff.

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 to fall within the remit of the post.

Person Specification

Essential

- Practical approach and good knowledge of basic maintenance.
- An ability to be flexible and adaptable.
- Level-headed, confident and calm in an emergency.
- An organised, independent approach to work, including excellent time-management skills.
- An understanding and commitment to meeting access requirements.

Desirable

- Buildings and systems management experience.
- Security experience and knowledge of intruder alarm and fire alarm systems.
- First Aid certificate.
- IOSH or equivalent Health & Safety qualification.
- Knowledge of UK regulatory environment (H&S, fire, compliance) and procedures.

Benefits and Wellbeing Package

Holiday Allowance

- 25 days basic holiday allowance (prorated according to working hours), plus bank holidays
- Extra day off each year to celebrate a birthday or other occasion

Pension

- Auto Enrolment scheme. Currently a 5% contribution from Pallant House Gallery based on whole salary

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)
- 20% 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)
- Free Art Fund 'Professional Art Pass', giving free or reduced price entry to a range of museums, galleries, and historic places across the UK
- Free admission to other partner organisations with which the Gallery has a current reciprocal arrangement

Health & Wellbeing

- Fresh organic fruit provided weekly in the staff room
- 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/

- Application form
- Equality and Diversity Monitoring form

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

The completed forms should be returned by email to humanresources@pallant.org.uk

Deadline for receipt of applications

The deadline for applications is 9am on Thursday 27 August 2026. Any forms received after this time will not be accepted.

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 interview	Tuesday 8 September 2026	Online
Second interview (if required)	Wednesday 16 September 2026	Pallant House Gallery

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 claim¹.

¹ We reserve the right to pay a percentage of a candidate's travel expenses if it is felt that the cost incurred was not reasonable (eg. if the candidate chose to drive when they could have attended their interview on public transport at lower cost).

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 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 definition² 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.

² 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."*