

**Job Title:** Facilities and Office Coordinator (Job-share)

**Location:** London

**Salary:** £32,000 pa pro-rata for approximately a 17.5 hour week (plus benefits)

**Length of Contract:** Permanent

### **Company Profile**

The [BPI](#) champions the UK's recorded music community, safeguarding the rights of its members and of the artists, performers and label members of collecting body [PPL](#). The BPI's membership consists of well over 500 independent labels and the UK's three 'majors' – Universal Music UK, Sony Music Entertainment UK and Warner Music UK. Its total membership taken together accounts for around 85 per cent of legitimate domestic music consumption and 1 in 10 streams around the world.

The BPI promotes British music at home and overseas through its trade missions, the [Music Exports Growth Scheme](#) and [The BRIT Awards](#), which it owns and organises. It administers [The BRIT Certified](#) Platinum, Gold and Silver Awards Programme, co-owns the [Official Charts Company](#) with ERA, and is home to [The Mercury Prize](#). The BPI encourages and supports innovation and technology, and additionally provides insights, training and networking with its extensive free masterclasses, networking events, Insight Sessions and reports alongside its communications and public affairs work.

The BPI is committed to [diversity, equity and inclusion](#). In support of this, the BPI is working closely with its members and industry partners, as well as its [Equity and Justice Advisory Group](#) (EJAG). The

BPI's community engagement, focussed on education & wellbeing through the power of music, is directed through [The BRIT Trust](#).

The BPI is values led in all the work it does. At the BPI we are Championing, Collaborative, Accountable and Trailblazing.

[www.bpi.co.uk](http://www.bpi.co.uk)

### **The Opportunity/Job Description**

The BPI is looking to recruit two part time individuals to split the role of Facilities and Office Coordinator based in the BPI's new offices at Tileyard London on a job-share basis. The BPI is open to how the successful candidates would split their hours across the week and this role would be well suited to those looking to balance existing professional, educational or personal obligations.

Reporting to the Office Manager & Executive Assistant to CEO, the successful applicants will be excellent coordinators committed to developing office and facilities management skills, who can deliver a seamless and well organised approach to the role, taking complete ownership of tasks. Successful applicants will be motivated problem solvers who are passionate about delivering an excellent experience to the BPI team and guests, quickly becoming the go-to person for all workplace and facilities queries and actions.

The workload will be varied, and you will be key in the smooth running of the overall BPI office, various logistic and event management tasks, office administration and much more. All required training will be provided. This is a great wide-ranging role and opportunity to learn a wealth of skills.

## Key Responsibilities

### Office Management

- Day to day contact for BPI colleagues, suppliers, Tileyard and members and guests visiting the office to assist with queries (including desk booking and meeting rooms) and forging strong relationships with the team
- Management of the office space ensuring it is safe, welcoming, neat, and fit for purpose as well as fun and inviting
- Management of office safety including Health & Safety requirements and procedures inclusive of pandemic protocols when applicable, workstation assessments and acting as the office Fire Marshall and First Aider (training will be provided)
- Handling logistics arrangements including courier & taxi bookings, monitoring office supplies stock levels, placing supplies and equipment orders, processing of post and supplier deliveries – this may include working with the Office Manager to track and renew supplier contracts. Potential heavy lifting of furniture items and deliveries involved (relevant health and safety training will be provided)
- Working with the wider team to implement internal office sustainability and diversity, equity and inclusion initiatives

### Basic IT Support

- Liaising with the BPI or Tileyard IT team, offering basic onsite IT assistance and providing basic IT troubleshooting for colleagues and visitors
- Coordinating access to equipment storage areas including the storage locker, offsite storage and IT Comms areas
- Managing the meeting room conference facilities, ensuring they are reset and ready for use for the next day
- Overseeing the reset of the main office space for large company wide town hall meetings

- Managing the onsite photocopier/printer, ensuring there is enough paper and toner supplies, liaise with the photocopier hire company when issues arise

### Wider Administration Tasks

- Administration of the General BPI mailbox, forwarding queries to relevant team members and departments where necessary.
- Assisting the Senior HR Advisor with new starter and leavers administration
- Coordinating BPI Gift orders and maintaining an up-to-date Gift & Hospitality audit register
- General ad hoc administration, queries and assistance to the Office Manager including with logistics for employee events and socials as well as diary management for the Chief Strategy Officer (CSO) and wider Senior Leadership Team (SLT)

### Ideal Experience

- Experience engaging with Health and Safety duties
- Experience assisting with the smooth running of efficient workplaces
- Experience performing general computer based administrative tasks including email and diary management
- Experience working with external vendors or suppliers, such as couriers or maintenance companies

### Key Skills and Competencies

- A keen, inclusive and professional communicator who can build relationships consistent with BPI's values– internally, among members and externally

- Strong administration and organisational skills, possessing exceptional attention to detail and a proactive drive to get things done
- Ability to multi-task with good time management skills and the ability to juggle multiple priorities while working independently
- Proactive, quick thinker with common-sense problem-solving skills and a can-do attitude who can keep calm under pressure
- Operating in the workplace with integrity and discretion – you will be dealing with very private and confidential information as well as being responsible for alarms, and other security tasks/information
- Demonstrates reliability at all times, as you will be in charge of locking/unlocking building and facilities
- Engagement with professional development and an interest in developing your skills through participating in facilities and office management relevant training and updates (Health and Safety, Fire Marshall, First Aid, Mental Health First Aid etc)
- Proficient with Microsoft Office Suite and confident learning new software and systems

The BPI welcomes applications from suitably qualified candidates of all social backgrounds, including across all genders, ethnicities, sexual orientations, and those who identify as Deaf, disabled or from neurodiverse backgrounds.

### **Salary and Benefits**

- Salary of £32,000 pa pro-rata pa depending on experience
- Performance-related bonus
- Three days of personal volunteering time per annum
- Private Medical Insurance
- Permanent Health Insurance
- Life insurance

- 25 days annual leave plus bank holidays

## **Equal Opportunities & Diversity**

The BPI is an equal opportunity employer and any decision to appoint will be made solely based on candidate merit and business need.

The BPI is proud to be a Living Wage employer.

We actively encourage the best possible candidates to apply, regardless of their gender, race, age, disability, sexual orientation, religion or political belief. We believe that representation matters, and we are passionate about developing a diverse workforce at all levels of the organisation. We warmly encourage applications from historically under-represented groups, including but not limited to candidates from Black, Asian or ethnic minority backgrounds; members of the LGBTQIA+ community; people who identify as non-binary or gender nonconforming; people with a disability; and people who are neurodivergent.

We welcome applications from Deaf and disabled people. If you have a disability or additional need that requires accommodation during the process of application and selection, please do not hesitate to let us know when applying. Reasonable adjustments we can make include, but are not limited to, extra time during tasks, using a different video conferencing application, providing a British Sign Language interpreter or holding the interview at a specific time of day.

## **Application Process**

We know that applying for a new job can be full of uncertainties and we look to provide upfront information where possible. Our process for recruiting this role will comprise a minimum of four and maximum of five stages. After each stage, we will contact you as soon as possible to inform let you know if you will be progressing to the next stage.

**The closing date for applications is 5pm on 27<sup>th</sup> November 2024**

### Stage 1

- Submit a CV and cover letter each totalling no more than one side of A4 [here](#). These will be considered on a name blind basis by our recruiters. We will also ask you to indicate your possible/preferred work patterns for the role so they can be factored into covering BPI's office hours. Following your application, you may be invited to a pre-screening call with our recruiters. Calls will take place on a rolling basis between 11<sup>th</sup> and 27<sup>th</sup> November 2024.

### Stage 2

- 45-minute virtual interview with the Office Manager & Executive Assistant to CEO, and Director of Digital, to be held the week commencing 2<sup>nd</sup> December. Interviews can be scheduled flexibly if needed.

### Stage 3

- A strategic and/or practical task to be prepared in advance will be set for stage 3 candidates around office administration.
- 60-minute in-person interview with the Office Manager & Executive Assistant to CEO, and Chief Operating Officer, to be

held 11<sup>th</sup> – 12<sup>th</sup> December - part of which will be to discuss the prepared task.

- Although this role is London based, at the BPI, we recognise that talented individuals come from across the UK, and we do not want financial challenges to be a barrier to attending in-person interviews. The BPI covers travel expenses for final interviews for candidates whose home address falls outside the M25. More information can be found in the Travel Expenses policy. If you have any questions, please speak to your recruiter.

#### Stage 4

- Employment offer, subject to reference