TUDOR TRUST

tudortrust.org.uk

Facilities & Workplace Officer

Recruitment Pack



About Us

Tudor is an endowed foundation, with a wide remit to resource organisations who are building a more just future. We hold £210m in assets, and in 2026/2027, are committing £25m to grants and investments. With a long-standing commitment to grassroots communities, we are putting our money where power belongs.

We recognise that philanthropy has traditionally held power in ways that reinforce injustice - through its investments, programmatic priorities and funding allocations. We believe this form of exercising 'power over' should be rebalanced by fostering power 'with' and 'power within'. This means placing communities and individuals at the heart of our learning, providing resources to support their collective ambitions for transformative change in society.

To address the power imbalances within philanthropy, Tudor undertook a transformative shift to reshape every aspect of our work: from establishing a more independent governance structure to rethinking what we do with our resources and refining our operational systems, policies and practices. This led to the creation of the 'Change We Seek' framework which underpins our commitment to advance racial justice by resourcing power within communities. We want our grant-making to be purposeful, responsive, and led by the wisdom of communities who understand racial justice as a lens for community transformation and self-determination.

Tudor works in emergence - finding our place in the ecosystem of systems change and racial justice. Learning has become a cornerstone for driving meaningful and systemic change, and we actively incorporate our Justice, Equity, Diversity, Inclusion and Belonging (JEDIB) principles into our policies, roles, governance and leadership.

> **We are putting our money where power belongs**

Our Behaviours and Ways of Working

We have a strong commitment to people and culture, which we live through our behaviours framework so we are accountable to each other and to our communities. Our internal practices focus on learning and systems thinking so that we can be iterative, based on how our understanding evolves about the complexity and interconnectivity between different parts of the system.

Bravery

Standing by our convictions even when it feels hard.

Compassion

Practicing forgiveness and empathy towards ourselves and others.

Creativity

Reimagining for a more just world.

Curiosity

Showing openness and deep listening with the intention of learning.

Humility

Accepting responsibility and respecting people and planet.

Integrity

Aligning our behaviours with our actions

About the Role

Key Information



Salary:
Up to £40,000 per annum FTE
(pro-rata for part- time)

Working Hours:
Part-time:
21 Hours per week (over 4 or 5 days)

Location:
Office based (at least 4 days per week at Tudor office)



Contract:
Permanent

Reports to:
Associate Director (Governance, Operations & Finance

Direct Reports:
None currently

Closing Date:
16 November 2026

Our Interview Process

If you are invited to interview for our role, you can expect the following process:

- **24 November 2026** - Interview (in person at Tudor office)

Role Purpose

The Facilities and Workplace Officer is a new, permanent role that is at the heart of caring for Tudor's office in Holland Park and keeping it running smoothly. You will take pride in looking after the building and the people who use it, creating a welcoming, safe and well-organised workplace for colleagues and visitors.

You will enjoy the practical variety of facilities and day-to-day office management, from coordinating maintenance and liaising with suppliers to preparing meeting spaces and making sure the office is well stocked. With an eye for detail and a proactive approach, you will notice what needs attention, anticipate needs and follow things through.

As Tudor's main contact for office and building matters, you will work closely with our external maintenance company and the Associate Director, Governance, Operations & Finance to resolve issues and keep the building well maintained. By getting to know the team and how we work, you will help ensure the space supports people to do their best work.

As the Tudor team grows and our ways of working evolve, you will work with colleagues and the Senior Leadership Team to help shape an accessible, inclusive and adaptable office, including supporting future improvements and refurbishment.

Context

Tudor is a transformed funder with a mission to advance racial justice through investing in communities creating systems in which everyone can thrive. We are strategically committed to working in ways that are highly relational and in partnership with those we resource. Our work is about building relationships and holding collective accountability. This is not easy work. We need a workplace that is welcoming and safe: an environment that supports psychological safety and is conducive to holding complex challenges in a way that holds us all to account.

Tudor is also growing as an organisation. With a renewed strategy to be operational for the longer term, our workplace will also need to grow too. Tudor's office is a lovely place to work and we know it has more potential. Potential to be fully utilised, greener and more inclusive. The Facilities and Workplace Officer will have an eye for how our working environment can evolve and will lead those improvement projects through to completion.

Specific Responsibilities

1 Buildings maintenance and office management

- Be the first point of contact for buildings and office suppliers, working with the Associate Director to identify and rectify any service delivery issues.
- Hold the schedule of buildings and office maintenance, coordinating servicing, repairs and supplier visits.
- Carry out regular checks of the office, spotting potential issues early and arranging appropriate action.
- Keep office and kitchen supplies well stocked, anticipating the team's needs and ordering thoughtfully to minimise waste.
- Maintain an up-to-date Operations Handbook so colleagues can easily find practical information about the office and how it works.
- Process all incoming and outgoing mail and make arrangements for the receipt and collection of deliveries.
- Be proactive on reducing environmental impacts, such as leading on recycling arrangements, responsible purchasing and considering improvements to the building.
- Maintain good relationships with our neighbours.

2 Visitor management and room bookings

- Take responsibility for visitor stewardship, so that any visitor to the office has a named contact to meet them and that arrangements for their visit are anticipated, communicated and organized in advance.
- Oversee internal and external room bookings, providing support for room set-up including any technical instructions or support that may be required.
- Prepare meeting rooms so they are welcoming, accessible and ready to use, including furniture, technology, equipment and refreshments.
- Arrange catering and refreshments for Tudor's internal team meetings and events.
- Support the organisation of internal events, workshops, training sessions as required including meeting invites and follow-up communications.

3 Health, Safety and Security

- Pay attention to the security and safety of the office, considering ways to increase safety in ways that are proportionate.
- Improve the accessibility of the office building, ensuring compliance with legislation and creating an inclusive environment.
- Keep up-to-date with health and safety legislation and guidance, working with the Associate Director to update Tudor's policies and processes as necessary.
- Conduct annual health and safety reviews alongside the managed service provider.
- Support colleagues to use their workstations safely and comfortably, coordinating assessments, equipment adjustments and specialist advice where needed.

4 Additional responsibilities

- Responsible for monitoring the info@tudor inbox, managing subscriptions and licences.
- As part of the Operations team, work collaboratively to provide support to each other and appropriate cover as needed.
- Working alongside the SLT and external partners, support with planning the office space as we grow, including the refurbishment of Tudor's office.
- Work with the Associate Director to archive legacy documents and maintain a schedule for regular archiving.

About You

If Tudor's mission resonates with you and this role sparks your interest, we'd love to hear from you, even if your experience isn't a perfect match on paper.

- Able to work up to 4 days a week from Tudor's office in Holland Park.
- Genuine commitment to social justice, particularly racial justice, and to embedding equitable practice in how Tudor works.
- Previous buildings and office management experience is essential. As is someone who really enjoys making a workspace comfortable and safe, and is able to anticipate needs.
- Highly organised, thorough and reliable, able to manage a wide range of facilities matters without dropping detail.
- Ability to work independently and use initiative, whilst knowing when to escalate issues appropriately.
- A clear, warm communicator - written and verbal, who visitors and staff will be able to rely, with the authority to hold all staff to account for doing their bit.
- A starter-finisher who sees processes through from beginning to end, is comfortable with managing projects to completion.
- Has humility and willing to learn - the postholder will be able to access mentoring and development.
- Aligned with Tudor's values: collaborative, brave, curious, and honest.
- Experience in the charity, foundation, or social sector is desirable but not essential.

Our Commitment to Justice, Equity, Diversity, Inclusion and Belonging

> **Tudor values and celebrates the differences that make us who we are.**

We respect the unique differences that everyone brings to the table, whether it's age, cultural heritage, disability, ethnicity, race, gender, gender identity and expression, sexual orientation, or social background. We encourage people from all backgrounds to apply.

If you'd like to know more about the role before you apply, and would like to chat to one of the team, please email resources@tudortrust.org.uk.

We are committed to making our recruitment process accessible. Please let us know if you require any adjustments at any stage of application, interview or within your role.



How to Apply

We'd love to hear from you.

Please submit a CV and supporting statement in **one** document by email by 16 November to: resources@tudortrust.org.uk. Please outline why you are interested in this role and how your experience, skills and values align with what we are looking for.

The supporting statement can be completed in one of four different ways:

- Written covering letter (no more than 2 sides)
- Powerpoint (no more than 5 slides)
- Audio recording (no more than 5 mins)
- Video recording (no more than 5 mins)

External recruitment agencies are not engaged at this stage. Direct applications only please.

Using AI in your application

AI tools are part of how many people prepare applications now, and we're not asking you to avoid them. What matters is that the examples and achievements you share are genuinely yours: we want to understand your skills, experiences and achievements.

Using AI to check grammar or help structure your thoughts is fine, however presenting fabricated or borrowed experience as your own isn't. If you use AI tools for accessibility reasons, we fully support this.

Please note that we may use tools that can identify AI-generated content, so please use AI to support your voice rather than replace it. A useful check: you should be able to speak to everything in your application, in your own words at interview.

Tudor does not use AI to assess applications or make hiring decisions: these judgements are made by our team. AI supports some administrative processes, such as transcription and interview summaries.

If you'd like to discuss any adjustments to the application or interview process, please get in touch at our Resources team at resources@tudortrust.org.uk