

Facilities Maintenance General Assistant

Job Advert

An opportunity has arisen to join Central Hall Westminster as the Facilities Maintenance General Assistant.

Location: Central Hall Westminster, Storey's Gate, SW1H 9NH. This role is based at our principal venue in Westminster.

Job type: Full-time, permanent

Salary: £30,600 per annum

Reports to: Facilities Maintenance Supervisor

Department: Facilities

Number of reports: 0

About us:

Central Hall Westminster (CHW) Ltd is owned by Trustees appointed by the Methodist Church. We conduct business in line with the Church's ethics and our own company values.

We are seeking proactive Facilities Maintenance General Assistant to join our team and to support the smooth delivery of our maintenance services. You will help manage assets, maintain stock levels, and coordinate day-to-day maintenance tasks, ensuring information is shared effectively and workflows run efficiently.

About you:

Key responsibilities include supporting the Facilities Maintenance Supervisor with the day-to-day running of building maintenance, helping to deliver an effective facilities strategy, and staying updated on best practice and emerging trends. The role contributes to smooth building operations by assisting with clear procedures, compliance requirements, and coordination of maintenance activities across the site.

This role involves managing daily maintenance tasks to ensure over 90% PPM compliance, coordinating reactive works, and overseeing contractors through the facilities management system to maximise efficiency. Duties include PAT testing, water hygiene checks, basic electrical and plumbing tasks, painting and decorating, fire system support, record-keeping, stock monitoring, and responding to client enquiries within required timeframes, along with attending operational and health & safety meetings.

You will have

- Proven experience in maintenance
- Communication and interpersonal skills, with the ability to collaborate effectively with internal and external stakeholders.

- Knowledge of health and safety regulations, building regulations, and environmental standards
- Proficiency in maintenance software and tools

The following skills & experience are desirable:

- electrical & plumbing qualification
- painting & decoration experience
- water hygiene record keeping knowledge

Benefits:

As a member of our team, you will have access to a range of benefits, including:

- Generous pension
- Private medical insurance
- Life assurance
- Group income protection
- Staff referral bonus
- Season ticket loan
- 25 days of annual leave + bank holidays and paid birthday leave
- 2 additional paid volunteering days each year
- Employee Assistance Programme
- Enhanced family leave
- Enhanced sick leave
- 50% discount at our in-house café and discounts to food and shopping places in local area.

We welcome applications from candidates with a variety of backgrounds, skills and abilities. If you require reasonable adjustments to be made to any part of the recruitment process due to your disability, please contact us on recruitment@chvenues.com

Given our organisation's affiliation with the Methodist Church, an understanding and alignment with Methodist values are essential.

You can request the full job description by emailing to Recruitment@chvenues.com

To apply:

Send you your CV to Recruitment@chvenues.com by **Tuesday 09 June 2026**.

Applicant's data:

We are committed to protecting your personal data in accordance with the Data Protection Act 2018 and UK GDPR. We ensure that your data is collected, used, and stored securely. We adhere to strict guidelines to prevent unauthorised access, loss, or misuse of your data.

If you are interested in learning more about our business, please visit our website <https://www.c-h-w.com/>