

THE HONOURABLE SOCIETY OF LINCOLN'S INN

Background

In order to train to become and to practise as a barrister, it is necessary to belong to one of the Inns of Court. There are four Inns, Lincoln's Inn, Inner Temple, Middle Temple and Gray's Inn, whose origins date back to the 14th century. The Inns are located in the same part of London and provide collegiate activities and support for student barristers and barristers, including advocacy training, and the awarding of substantial scholarships to those entering the profession. More information on Lincoln's Inn itself will be found on the Inn's website at www.lincolnsinn.org.uk.

The Inn and its estate

Lincoln's Inn has an extensive estate of 11 acres in central London comprising:

- (a) Forty four properties which are let out to barristers and residential tenants.
- (b) The Great Hall, Old Hall, Bench Rooms, Chapel, Treasury office and Library, and those buildings used for the Inn's own purposes (administration and the provision of catering and library services).

There are 325,000 square feet of tenant buildings and 47,000 square feet of collegiate buildings built at various dates between 1470 and 2019.

The majority of the estate is listed, with a high proportion of Grade I and Grade II* listings. Lincoln's Inn is within a conservation area and the estate is on the register of historic gardens.

The collegiate life of the Inn centres round the Great Hall complex, the Old Hall and the Chapel. The Great Hall kitchens and the Treasury Offices have recently undergone extensive refurbishment.

The Inn provides an extensive catering facility for its members and selected commercial users with major events most days in term time in the Old Hall and the Great Hall and a new members' common room which is open every weekday. The Library is a working library serving the judiciary, barristers and students. It is one of the great law libraries.

The Inn employs over 130 staff and has an annual turnover of around £20 million with most income being derived from rents.

Summary

The Inn relies heavily on the estate being managed efficiently and is seeking a dynamic, experienced professional to manage the Estates technical and surveying service and major works programme. This is a challenging and rewarding role running one of the most prestigious estates in London. A job description and candidate profile are enclosed.



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Job Title: Junior Carpenter

Department: Estates

Reporting to: Works Department Supervisor

Responsible for: None

Post objectives

To undertake carpentry repairs and maintenance as required and undertake general maintenance duties from time to time.

Main duties

The following list of duties is indicative of the nature of the post. Priorities, time-scales and standards will be set in agreement with management, recognising the level of professional competence of the post-holder.

- Undertake carpentry maintenance and repairs and other minor associated building works.
- Undertake carpentry related works, such as vanishing or prepping the wood as required to the relevant British standards.
- Assist other trades on an occasional basis as required.
- Assist with the provision of Works Department services to Lincoln's Inn buildings as required, which may include cleaning of roofs (harness training provide), below ground rain water services and gullies, changing lightbulbs and other similar property maintenance tasks.
- Comply at all times with the Inn's Health and Safety Policy for the health and safety of staff, member and visitors.
- Undertake any such self-development and training, as is appropriate to the post and within the capability of the post-holder



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Persons Specifications

Job Title: Junior Carpenter

Department: Estates

Criteria

The following criteria will be used to shortlist applicants for interview. Please detail how you meet the criteria

1. A City and Guilds level 3 Site Carpenter Qualification or minimum NVQ Level equivalent. If none can be provided, relevant experience will be considered
2. At least 3 years post qualification experience within the building industry.
3. Physically able to work at height on roofs to carry out repair works as necessary.
4. Physically able to carry up to 20kgs as required
5. Able and willing to undertake repairs and associated minor works.
6. Able and willing to work well within a multi-disciplinary team. You will be able to use your interpersonal skills to work with your colleagues as a team on a consistent and long-term basis.
7. Able to communicate clearly and effectively both verbally and in writing.
8. Good basic numeracy skills.
9. Proficient user of power tools, such as saws, sanders and nail guns.
10. Eye for detail and can-do attitude.
11. Able to approach the job with enthusiasm, be positive and helpful in order to identify and meet the needs of both internal and external customers.
12. Able to look ahead and develop a successful course of action through effective planning and administration.
13. Able to demonstrate honesty and integrity in everything you do.
14. Able to adapt successfully to changing circumstances.