

# TOAST

## OFFICE & FACILITIES MANAGER – LONDON

Born in a Welsh barn in 1997, TOAST has grown from loungewear and nightwear to become a unique lifestyle brand, creating and curating simple, functional, beautiful clothing, home ware and editorial.

TOAST is renowned for its thoughtful, contemporary design and commitment to traditional textiles and craftsmanship.

TOAST has studios in both London and Swansea and is one of the very few UK clothing brands with its own full pattern room.

TOAST has shops throughout the UK and can be found in many John Lewis stores. TOAST has an online shop [www.toa.st](http://www.toa.st)

The emphasis within the TOAST workplace is:

Thoughtfulness - in all we do and all we say, in our actions and our interactions  
Simplicity - in our aesthetics, communications, processes and solutions  
Creativity - and the encouragement of fresh thinking and the free exchange of ideas  
Collaboration - both among ourselves and with other inspiring individuals, organisations and traditional craftsmen

As part of the TOAST team, you are a catalyst for the brand's successes. To realize our ambitions we need you to share our interests and values, have an enthusiasm for TOAST itself as well as a deep knowledge and love of your own specialist area.

In return for your dedication, TOAST will offer a supportive and friendly working environment with flexible working hours and generous staff discounts. You will receive a comprehensive induction, including product and brand training, that helps to plant a deep understanding of TOAST that can be carried confidently through your work and into the outside world.

# TOAST

## **OFFICE & FACILITIES MANAGER – LONDON**

REPORTS TO - Suzie de Rohan Willner, CEO

### **ROLE OVERVIEW**

The Office and Facilities Manager will take accountability for the organised and efficient administration of our London office including all of our additional spaces within the building. This will include responsibility for maintaining a well-presented and on brand, operationally sound, well equipped and supplied studio and will include management and delivery of all the office's health and safety, GDPR and fire risk procedures.

The Office and Facilities Manager will also support the effective delivery of all office based events, including showroom management, sample sales and social activity and will be the point of contact for the landlord's managing agent responsible for the operation of the building as a whole.

### **ROLE IN DETAIL**

#### **GDPR**

- Responsible for GDPR and data protection compliance at TOAST & proactively keeping up to date with all current GDPR and Data Protection legislation.
- Responsible for awareness and training. Ensuring awareness is maintained and that all new starters complete GDPR training and successfully complete quiz.
- Responsible for maintaining and updating all GDPR policies. Ensuring these are rolled out to the business. Ensure all policies are renewed annually, approved by senior management and signed off by CEO.
- Responsible for regularly reviewing and updating TOAST's internal and external privacy notice to ensure all third party supplier information is current.
- Responsible for ensuring that managers conduct DPIA's (data processing impact assessment) before entering into a relationship with a third party.
- Responsible for maintaining GDPR Data Register, ensuring that all TOAST third parties sign a Data Privacy Agreement with TOAST & erasure requests are efficiently processed.

## **Office Management**

- Ensure the main studio, showroom and storage rooms are organised tidy and well presented at all times
- Manage the maintenance of all office equipment including any general repairs, lighting, kitchen hardware and fire extinguishers as well as liaising with our IT partners to ensure all IT hardware, software and services are in good working order
- Maintain adequate supplies of stationary, printer ink and paper, tea, coffee and any other necessities
- Manage all office supplier relationships and budgets effectively
- Manage receipt and dispatch of courier parcels and distribute received packages accordingly
- Help maintain a safely and well-organised basement storage room
- Support maintenance of a safe and well-organised showroom
- Support maintenance of a safe and well-organised product development room.
- Facilitate room bookings via electronic calendars and through clear communication
- Manage museum/gallery card benefit bookings

## **Health and Safety**

- Ensure implementation of our fire safety policy and procedures
- Manage servicing of fire extinguishers and electrical PAT tests
- Ensure fire evacuation procedure is up to date and that all employees have the correct awareness, assisting our fire marshals to achieve this
- Support the organisation and implementation of first aid training and necessary equipment to enable suitable first aid to be administered in the office
- Support the delivery and implement the outcomes of workstation assessments

## **General**

- Support delivery of wholesale selling events
- Support delivery of sample sales
- Support delivery of office social events
- Provide ad hoc support as required to the broader TOAST team

## **EXPERIENCE**

- Graduate with 1-2 years' intern or assistant experience in a similar area

## **ESSENTIAL SKILLS**

- Extremely organised, tidy and with exceptional attention to detail, planning and time management skills
- I.T. skills, Microsoft Office – particularly Excel
- Strong administrative skills

### **PERSONAL QUALITIES**

- Strong communicator
- Self-motivated and proactive
- Eager to learn and develop
- Flexible and versatile, but with the ability to work to strict deadlines
- A team player that can both work on team projects and also on an individual basis

### **TO APPLY**

Please send your CV and a covering letter to [jobs@toa.st](mailto:jobs@toa.st)

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