



THE SUNDAY TIMES
BEST NOT-FOR-PROFIT
TO WORK FOR 2018

Job Specification

Building Team Site Supervisor/
Tradesman

August 2019



‘The Message is a fantastic place to work. I get to be part of a global mission, a supportive community, and grow under a group of inspirational leaders.’

Ruth, Central Support

For the last quarter of a century, we’ve been leading the way in reaching the hardest-to-reach with the life-transforming gospel of Jesus Christ. The Message Trust was founded in 1992 by Andy Hawthorne, a passionate evangelist who was awarded an OBE in 2011 for services to young people.

At the heart of our operation is our staff team – dedicated followers of Jesus who have seen transformation in their own lives and who are passionate about seeing other lives impacted by an encounter with Christ that leads to a lifestyle of discipleship.

In 2018 we were named the **Best Not-For-Profit Organisation To Work For in the UK** by the Sunday Times Best Companies survey, based on responses submitted by our staff. We’re proud to know that we’re not only making a difference in the lives of the people we reach through our work, but that we’re making a difference to our employees lives too by being an outstanding working environment.

At the heart of our staff culture is a regular rhythm of passionate prayer. We spend at least half an hour every day seeking God and listening to his voice. Working here means you’ll have room to grow, not just professionally, but spiritually too.

By joining the Message team, you’ll be joining a family – united in one vision to see lives changed for the better.

Find out more at message.org.uk.



Our staff team in 2018



Prayer & worship are at the heart of our staff rhythm



Message CEO and Founder Andy Hawthorne

Job Specification

Job Title: Building Team Site Supervisor/Tradesman

Location: Message Enterprise Centre located in Sharston, Manchester

Business: MEC Building Services (www.mec-building.co.uk & www.themec.org.uk)

Hours: Full-time – 5 days per week

Salary: circa £22.5k - to £26k (Dependent upon Experience)

Start date: August 2019

Responsible to: MEC Building Team Supervisor, MEC Manager

Primary working relationships: Facilities Manager, Property Acquisition Team, Building Team Apprentices,

Primary external working relationships: Customers, Suppliers, External Contractors

Job Summary:

The Message Enterprise Centre (The MEC) is looking for an experienced and skilled site supervisor to oversee one of our property refurbishment teams and provide training opportunities to our apprentices.

About us

The MEC is a registered charity that uses social enterprises to provide employment, training and support programmes to ex-offenders and those at risk of offending. Each of our enterprises employs a team of apprentices who will be trained at college and on the job through a core team of skilled managers and supervisors. As a Christian organisation working with disadvantaged individuals, a proportion of your time may include assisting with the mentoring and disciplining of team members. The aim once our apprentices have completed their 2 year programme, is for them to be qualified in their chosen trade and to be placed in a fulltime job through one of our partnered external businesses. After 5 years of working for external domestic clients around greater Manchester, we have shifted our focus to purchasing and renovating properties in and around south Manchester. Through developing 2 separate building teams and a landscaping team, we have committed to 8 houses this year and plan to renovate 50 in the next 5 years.

About the role

You will be responsible for leading one of our teams in the refurbishment of properties that The MEC acquires. Once an offer has been accepted on a house, you will be responsible for everything involved in the renovation project, starting with providing an accurate quote, right up to signing the project off with our property acquisition team. You will be leading a team of apprentices who are on our charitable training programme. As part of this, you will need to provide training and mentoring opportunities throughout the working day. There will be additional support available through college tutors, our core team of experienced supervisors, external contractors and our pastoral care team. The role will need to be hands on and will involve utilising a range of skills that are required to complete a thorough refurbishment. If there are delays in house purchases or obtaining planning permission, you will be required to schedule in external contracts to ensure your fulltime team are always being productive.

Detailed Responsibilities (where experience is essential)

- Managing 'your' team and ensuring the work being undertaken is of a good standard and meets the requirements specified.
- Liaise with customers, clients and other team members to ensure all communications are effective
- 'Hands on' working on a project

- Carry out pre and post inspections on works completed on sites as well as risk assessments
- Be the point of contact for projects in your care
- Booking in and managing of trades and contractors including chairing and recording pre-start meetings, monitoring time keeping, progress, conduct etc
- Day to day management of operations on site, ensuring that the project is brought to a successful completion and meets the required time, budget and quality constraints.
- Ensuring timely management of any unforeseen delays.
- Plan and efficiently organise the site facilities and logistics, ensuring all equipment on site is fit for purpose and only operated by appropriately trained staff.
- Producing accurate quotes before a renovation project starts.
- Ensuring any additional work outside the original specification is agreed with the Team manager in advance.
- Planned works of refurbishments on kitchens, bathrooms, wet rooms, living rooms, bedrooms, building exterior etc.
- Liaising with any sub-contractors involved in the project.
- Ensuring that health and safety standards are adhered to.
- Identifying existing or potential skills of individual team members so that further training can be provided.
- Networking with external contractors to provide employment opportunities to apprentices once they graduate the programme.
- Encouraging team members in their Christian faith and personal development.

Requirements:

- Practical experience within the building trade is essential. We would expect the successful candidate to have a variety of skills which would include some or all of the following:
- Experience of general building trades such as joinery, plumbing, decorating etc.
- Ability to manage a small team and deal with their personal issues as and when they arise.
- Resourceful and flexible - Ability to work relatively independently, optimising a team's working time effectively and having a willingness to be flexible regarding the work to be undertaken and hours required.
- Ability to train others.
- At least 3 years' experience supervising a team or building project
- Strong problem solver and forward thinker
- Strong supervisory skills in a site environment
- Driving License

Qualifications and Experience

- Whilst practical experience gained from working within the building industry is essential, the way in which this has been achieved is not. The successful candidate will be someone seeking to share their skills whilst helping to developing a successful business unit. This experience could have been gained by either being a self-employed tradesman, surveyor, manager or a supervisor /or foreman within the industry who has the proven ability to manage both new and refurbishment projects.
- Whilst formal technical qualifications could be an advantage they are not essential but the successful candidate will be expected to have either attended the SMSTS/5 day CITB H & S course and relevant First Aid courses or be willing to undertake them.

Personal commitment

- Identification with the Messages Statement of Values and Ethos.
- Commitment to promote and uphold the principles of equal opportunities in accordance with The MEC Equality and Diversity Policy and all related policies.
- Commitment to uphold and abide by The MEC's Health and Safety principles and code of conduct.
- Must raise personal support target prior to start date (£75 in signed up monthly donations), and be committed to increase personal support by one donor per month (target £125 after 3 months) whilst also hosting one sponsored event per year.
- Applicants should be able to articulate a clear vision for their role within the work of The Message, particularly with reference to their ability to function within the framework of its Mission, Vision, Ethos and Values.
- You should have a strong desire to see those that work with you grow in their spiritual walk and for them to become contributing members of society with a positive work ethic.

*Full copies of our Mission & Vision statement and our Ethos & Values statement are available on request or can be viewed online at www.message.org.uk.

Working for The Message Trust

The Message Trust exists to share the good news about Jesus Christ boldly with young people, primarily in urban areas. Working in schools, in local communities and in prisons, The Message is in regular contact with around 100,000 young people each year across the UK and now internationally in South Africa, Canada and Germany from our base in Manchester.

Our objectives are expressed in the following ways:

- Producing quality Christian music and educational resources. Live music bands, printed materials, the internet and multimedia are all used to communicate the gospel to young people in ways that are relevant to today's youth culture and perspectives.
- Community-based Eden teams advancing the work of The Message through partnerships with local churches. Our goal is to see Eden teams with full-time and volunteer youth and community workers established in the most deprived neighbourhoods of the UK, positively impacting the people in those areas irrespective of religion, colour or background.
- Working in prisons and young offender institutions, sharing the gospel with inmates and offering discipleship programmes. After release, we offer supported housing in a Christian environment and employment through our enterprise initiatives.
- Inspiring and training church leaders and youth groups to be effective in reaching and communicating the Christian gospel to young people. Our goal is to produce discipleship materials, evangelism training courses and to inspire people to get involved with their neighbourhoods, through social action and evangelistic outreaches.
- Partnering with local churches, local authorities, schools, the police and other agencies to provide new opportunities and positive experiences for disadvantaged, deprived and marginalised young people across the UK.

Ethos & Values

Making A Difference

The Message Trust's work is underpinned by a clear definition of its Ethos and Values, which affirms the Christian origins of the Trust and its ongoing day-to-day working principles. A Statement of ethos and values is in place (see below) to demonstrate how the Christian Faith energises the organisation's work and sustains its culture, galvanising its long-term cohesion. The Trustee, Executive, Management and Outreach posts within the organisation have been recognised as carrying a Genuine Occupational Requirement. This is to ensure that the organisation's distinctive Christian basis is sustained. This is important given the extensive nature of the organisation's Christian charitable donor base which provides the basis for the financial viability of the work. The Message Trust is an inclusive Christian organisation, working with and supporting people from all sections of the community. In particular the Statement explains how organisations and individual people from all faiths or no faith can identify with and benefit from the services and support that the organisation provides.

We maintain the Trust's Christian ethos which is founded on a belief in God the Father as Creator, Jesus Christ the Son of God the Redeemer, and The Holy Spirit, the Enabler and third person of the Trinity. The Trust also affirms that the practical application of the Christian faith in accordance with the Bible should be expressed in daily work and living. As a Christian organisation working with and supporting people from all sections of the community, we recognise the need to set out our values. These are clearly drawn from our Christian faith and our aim is that all our staff, volunteers, clients, service users, charitable funders and business partners should be able to identify with the benefits of the organisation's work and ethos.

People

We seek to empower staff to meet the needs and expectations of our clients and other service users as well as the requirements of the organisation overall. We will support staff through a comprehensive induction and training programme, backed up by strong supervision. The Message seeks to establish a culture that encourages teamwork, rewards creativity and innovation, and welcomes imaginative suggestions. Key attributes that The Message seeks in all its staff members and volunteers include valuing one another, honesty and integrity, the importance of the individual, respecting differences, a profound compassion, and working in an inclusive, non-discriminatory and non-judgemental way.

Partnership

We expect all staff to work together to achieve the aims and objectives of the organisation. To achieve this, staff will act as team players in supporting one another, recognising that more is achieved through harmony. We acknowledge and value contributions to our operation arising from the diversity of staff who join the organisation, and actively look to promote links and partnerships between the Trust and other service providers, local communities and agencies. To ensure all staff work as team players, we seek to create an environment where openness, trust and support of one another is expected. Our formal supervision policies place this expectation on all staff.

Performance

Our philosophy is to recognise the dignity and diversity of our clients and service users, to respect their independence, and to work with them to help meet their needs. Our staff will create an environment where our clients and service users are encouraged to take control of their lives and have the ability to exercise choice wherever possible. We will provide a high quality framework for our work, which sets out guidance and expectations. All staff and volunteers will accept their responsibility and accountability to treat clients and service users as they would wish to be treated, and challenge any practice that does not meet this standard at all times. Respect for the individual's freedom of choice will be paramount at all times. By working together, we aim to be recognised for "services of excellence" which offer proven choice, added value, and individually tailored support. We will value and recognise the importance of every individual helping to achieve this goal.

Confidentiality

Any information relating to people contacted by the Trust acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members or with the line manager.

Note

This job description is not exhaustive and amendments and additions may be required in line with future organisational changes.