



# FACILITIES MANAGER

## INFORMATION PACK

We long to see Oxford transformed by Jesus. We are looking for a Facilities Manager to help provide effective stewardship and management of our wonderful and busy church building and ensure that it is a clean, well maintained, safe and welcoming space for the church members, visitors and the many external users who use this space - a place that encourages people to worship God and enable mission.

This pack includes information

- who we are looking for
- about us
- about living in Oxford
- about how to apply
- about this job (terms and conditions, job and person description, our Statement of Christian Ethos)

**Might God be calling you to join us?**



Thank you for your interest in the Facilities manager role at St Andrew's. We hope you find the enclosed material helpful in telling you a bit more about the church and the job. If we can help in any way, please get in touch with us on [hr@standrewsoxford.org](mailto:hr@standrewsoxford.org).

## Who we are looking for

As the mission and ministry of St Andrew's evolves and a renewed vision emerges in which we focus on lives transformed by Jesus in our communities, we are advertising for a Facilities manager to help provide effective stewardship and management of our wonderful and busy church building and ensure that it is a clean, well maintained, safe and welcoming space for the church members, visitors and the many external users who use this space - a place that encourages people to worship God and enable mission.

We are looking for someone who can take ownership of the building and see that the work they do supports and facilitates the ministry of the church. They will also ensure that the resources we have are used to their best and that health and safety and legal obligations are fulfilled in relation to the building.

## The team you will join

There are a number of teams of which you will be a part. Firstly, you will be a part of the Operations team. This team is led by the Operations Manager and is made up of an Administrator (post vacant), Communications Manager (post vacant) and a Caretaker. We have recently reshaped this team to support the changing work of the Operations team and to better support the staff team, ministry leaders and congregation.

Within the Operations team you will work closely with the administrator and the caretaker. The administrator will be in charge of the many bookings (internal and external) that occur every day but the Facilities Manager will need to work closely with them on various aspects of the booking process like set up, cover for lock up/unlock, verges cover etc. The caretaker will primarily be responsible for cleaning and setting up for events with oversight and management from the Facilities manager.

Secondly, you will be part of the wider staff team. We pray for one another, we support one another and we help each other to achieve our purpose, and lead our ministries. We meet weekly as a team for worship, encouragement and teaching; and daily for prayer. We want to have fun together, in a mutually supportive environment, as we follow Christ.

In this post you will also be working closely with volunteer ministry leads, contractors and external users of the building.

Thirdly, you will be part of the team which is the body of Christ in St Andrew's. We are a family that are committed to:

- Worship God wholeheartedly
- Live the Bible as we allow God to change us
- Love one another
- Share Christ with our friends, city and wider world
- Give generously of what we have and who we are.

## Purpose of post

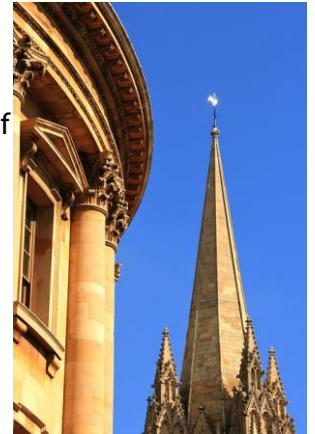
The effective stewardship and management of property and resources of St Andrew's church. This role is pivotal in ensuring the smooth and successful day to day running of the church building and ensuring that it is a safe, clean and welcoming space for the community and church.

## About living in Oxford

Oxford is both ancient and modern, with a thriving international community. Medieval university buildings co-exist with lively arts venues, good sports facilities, bustling shops, and great places to eat. St Andrews Church is north of the city centre and south of the lively suburb of Summertown and Cutteslowe is just north of Summertown.

University students contribute to its vitality and there are countless musical, dramatic, academic and sporting events open to everyone. We have close relationships with several other big, lively churches and share a number of initiatives with them in the city.

There are good road and rail links to the major centres of London and Birmingham (within an hour's journey). The Chiltern hills and the Cotswolds are within easy reach and there is an abundance of green space with many riverside walks to explore. Whilst accommodation in the centre of town can be expensive, there are many more affordable areas around or just beyond the ring-road which are well-served by local buses and cycle networks.



## About us

St Andrew's is a lively Anglican church based in North Oxford, embracing the spectrum of the evangelical tradition. Our four congregations welcome around 500 people (children, teenagers and adults) Sunday by Sunday, who are drawn from the locality, the wider city, and beyond. We also have a lively mid-week programme of house groups, prayer meetings, and diverse ministries which serve church members and the wider community.

Our strapline is "Growing God's Family" and we recognise that only comes through a dependence on prayer and staying rooted in Christ.

Our vision is to see lives changed by the love and life of Jesus and we believe we will see that through transforming communities, developing leaders and growing churches.

## Person Description

1. To have an understanding of and sympathy for the Christian faith
2. You will be willing to be a committed member of St Andrew's and play a full part in its life.
3. You will have excellent communication skills - oral and written - and the ability to communicate effectively with a wide variety of stakeholders.
4. You will have good organisational and administrative skills
5. You will have the ability and experience to prioritise and manage an unpredictable workload
6. You can demonstrate an ability to successfully manage staff and volunteers

7. You will have the ability to successfully work on your own or within a team setting.
8. You will be happy to do tasks from the seemingly menial (eg cleaning toilets, moving furniture etc) to the more complex eg looking at policies, training etc
9. Knowledge of health and safety issues and procedures as they relate to a public building
10. Some knowledge, experience or interest in technical systems like IT, AV and sound systems and a willingness to be trained.
11. Educated to at least A level standard or relevant work experience
12. You will be proactive, resourceful and have a great sense of humour.
13. You will be flexible, happy to undertake routine work where necessary, and be reliable in all that you do.

#### *Desirable*

14. Practical Skills eg painting, DIY

## **Accountability**

The post-holder is responsible to the Operations Manager for her/his day-to-day work.

## **Duties and responsibilities**

1. Facilities management
  - Responsible for ensuring that the building is kept clean and neat and that events are set up as appropriate. This will include the line management of the Caretaker and ensuring that regular work reviews and annual appraisals are carried out in order that the care of the building and facilities is excellent.
  - Responsible for the security of the building by ensuring that the alarm system is maintained and fit for purpose and training is given as required. Overseeing the day to day security of the building by managing lock up cover and keys.
  - Advising the Operations Manager on furniture or equipment needs in the building
  - Responsible for ensuring that facilities owned, leased or appropriated to the church including (currently) Haynes Road, Squitchey Lane and Priors Forge properties are fit for purpose and in good working order and liaising with appropriate bodies/contractors as appropriate.
2. Maintenance
  - Maintain and manage a schedule of planned maintenance for all the properties
  - To arrange and oversee appropriate contractors
  - To arrange a filing system for certificates and correspondence
  - Identifying and responding to any maintenance issues and ensuring they are followed up in a timely manner
  - Keep inventory and church log book up to date
3. Health and safety - responsible for Health and Safety in the building and with the users which includes:
  - maintaining a good understanding of Health and safety issues and other regulatory guidelines for building safety and ensure they are followed.
  - ensuring health and safety policy and process is fit for purpose, ensuring risk assessments are in place for the building, training others in health and safety and the use and drafting of risk assessments.
  - kitchen and food management - ensuring policy is fit for purpose, responsible for training users, and maintains overview of our approach to kitchen and food management

- being trained as a first aider and ensuring that first aid kits are complete - ensuring appropriate first aid cover on site for bookings and events. Ensuring training is in place for key volunteers and staff members
  - ensuring appropriate cover and training for the Evac Chair
4. Fire management
- Responsible for Fire management which includes ensuring fire management policy and process is fit for purpose, responsible for training users, ensuring the annual risk assessment takes place and following up on recommendations, ensuring regular tests take place and the evacuation drill takes place every 6 months.
5. Events
- Responsible for management of internal and external larger events (eg internal -barn dance, summer social, holiday club etc, external - conferences, larger events) working with ministry leaders, volunteers, external users in collaboration with the Administrator. Expected to act as verger for larger events (internal and external) at the church in the evening or at the weekend - you are particularly expected to be available to work at Christmas services, Carol services, Easter services, Confirmation, Annual Parish Church Meeting and at other special events when required.
  - To recruit, manage and train a team of paid and volunteer vergers
6. Testing and Inspection
- To manage testing and inspections of various equipment is carried out by competent contractors, liaising with them onsite and keeping records of servicing. Ensuring that any recommendations are discussed with the Operations Manager and decisions are followed up
  - To manage portable appliance testing
7. Systems
- Troubleshoot issues with church IT and photocopier (we have external contractors that manage the church IT system) and set up items like printers etc
  - Oversee the AV and sound systems in the church and manage the rota for Sunday services and events
  - Oversee the telephone system and trouble shoot any issues
  - Train volunteers/staff on the use of the AV systems as appropriate
  - Maintain the asset register
  - Advise the Operations Manager on improvement needs
8. Procurement
- To procure items for cleaning, maintenance and stationary
  - To procure items for special events as required
9. Grounds
- Ensuring that the grounds of the church are kept clean, safe and well maintained in collaboration with the garden and mowing team
10. Manage resources
- To manage key inventory for staff and volunteers
  - To maintain staff equipment (eg computers)
  - To manage office and desk space
  - To oversee the use of storage space to make sure resources are stored sensibly and safely
11. Projects
- To assist the Operations Manager in large building projects
12. General
- To manage budget for maintenance and service contracts
  - Take an active role in the buildings overview group which meets every 3 months
  - Manage a lost property system

- Be a member of the staff team and take part in staff meetings
- Participate in the in-house training provided by the church and to pursue any other appropriate personal and professional development.
- Undertake such other tasks as may be delegated by his/her line manager.

## Terms

This post will be a permanent contract the first 6 months of which forms a probationary period, after which 3 months' notice is required on either side.

The employer is the Parochial Church Council of St Andrew's Church, Oxford.

The post is Full Time 40 hours per week. The post holder will need to work flexible hours including evenings and weekends.

We would be open to job sharing.

Salary package from £21,000 - £24,000 (dependant on experience). The church also pays 10% of salary into a pension.

Holidays - twenty five days plus eight statutory bank and public holidays (or time in lieu).

Start date: ASAP

## About how to apply

The application form can be downloaded from our website [www.standrewsoxford.org](http://www.standrewsoxford.org) or obtained by emailing [hr@standrewsoxford.org](mailto:hr@standrewsoxford.org).



# St Andrew's Church

## Statement of Christian Ethos

We have sought to encapsulate the ethos of St Andrew's Church in our strapline, 'Growing God's Family'.

All that we do is based on our corporate belief in the good news of God's saving love in the life, death and resurrection of Jesus Christ and in His call to share the good news in our own city and throughout the world. We want to 'grow' Christians by helping those who do not yet know Jesus to come to know Him and by helping those who already know Him to grow in maturity in their faith.

We take as the model for our corporate life Jesus, the Word of God, 'who became flesh and lived for a while among us (John 1: 14). We believe in God's call to embody his Word for our own generation: by our lifestyle as a church and as individuals, by the clarity of our communication of the Word of God, and by the indissoluble continuity between our beliefs, our lifestyle and our words.

The way in which we do our work as a church is the demonstration and authentication of the ethos by which we live. As an organisation, we accordingly rely on God, as we turn to Him in prayer, to empower us by His Holy Spirit to carry out His work in the world in a way which is characterised by the values laid out in His word:

- **Faith:** We uphold the Bible as the inspired word of God, which not only gives us the assurance of God's love and forgiveness through Christ but also gives us a definitive guide for a lifestyle which is pleasing to Him. This includes a *value for all people of all races, ages, and conditions*, whom we believe are made by God in His image; a *concern for the well-being of all people*, whom we believe God wants to be whole human beings and to flourish; *concern for the well-being of the family*, as a God-given social unit, including an equal value for and celebration of celibacy and faithful heterosexual marriage as the only God-given lifestyles; *integrity* in all areas of life, from business practices to personal relationships; *transparency* about our beliefs and practices; and *accountability* to God for the use of the resources which He gives us. It is crucially important to us that all those who represent our ethos to the outside world share our faith and uphold the imperative to live by it.
- **Hope:** In the hopelessness of a world where wars, disasters, illness, poverty, the dissolution of relationships and the breakdown of society are commonplace, we believe that the love of God brings hope and renewal and that He uses the prayers of His people for good in the world. It is crucially important to us that all those who represent our ethos to the outside world are themselves inspired by this hope and can communicate it from a basis of personal experience.
- **Love:** we believe in the imperative to love one another. This will shape our corporate and individual relationships, both within the church and within the wider community. It will be worked out within our church family by encouraging and serving one another, forgiving and forbearing with one another, and putting each others' needs before our own as we help each other to grow as Christians. It will be worked out as we seek to serve the world in mission, in various areas of social service, and in working for the promotion of God's values, including justice, truth and value for individuals within society. It is crucially important to us that those who represent our ethos to the outside world will engage, in all prayer and humility, in what is undoubtedly a sacrificial and difficult calling: to love as Jesus loved, through the power of His Holy Spirit.