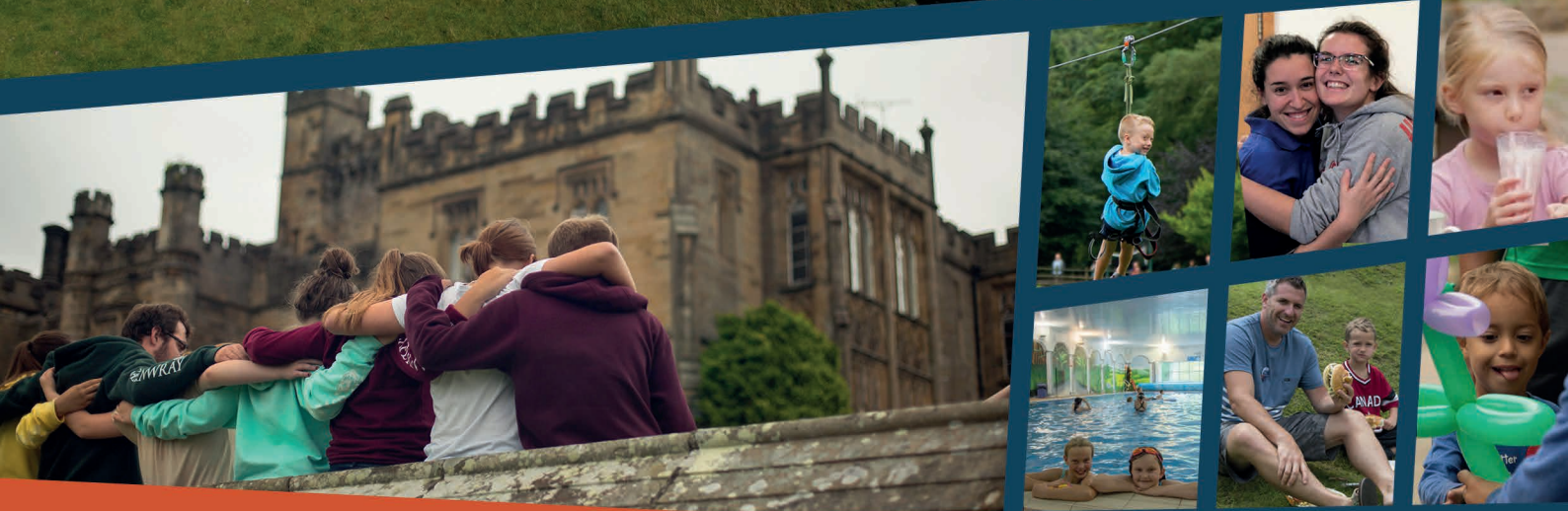


# CAPERNEWRY



APPOINTMENT OF  
**MAINTENANCE MANAGER**



## BACKGROUND TO CAPERNWRAY

Capernwray Hall is an interdenominational international, Christian Bible School and Holiday Centre located near Carnforth in Lancashire.

Established in 1947, it has gained a reputation as a centre for full-time studies, holidays and short-term teaching programmes aimed at enabling individuals to experience the life-changing work of Jesus Christ.

The full time study course (up to NQF Level 3) provides practical biblical instruction, equipping men and women to serve the Lord's purposes wherever they may be.

The holidays and shorter programmes provide refreshment and relaxation in an environment that enhances the teaching of the Word of God.

Capernwray accommodates up to 180 students for a year's Bible course and an equivalent number of guests for holidays and conferences. There are approximately 30 full and part time staff and a similar number of volunteers serving throughout the year. Capernwray was the founding centre of Torchbearers International which now encompasses 24 similar centres around the world.

Please see the website for further information.



# CAPERNWRAY FROM PAST TO PRESENT

Capernwray Hall opened as a Christian holiday and conference centre in the spring of 1947 under the leadership of Major and Mrs Ian Thomas. It was here that the Capernwray Missionary Fellowship of Torchbearers was established, having had a strong link with post second world war Germany and drawing European youth to the North of England. The short-term Bible School was established as a follow up to young believers, enabling them to deepen their faith and understanding of the Scriptures.

Since then Capernwray has grown significantly while still seeking to fulfil this vital ministry of teaching and evangelism through the holiday and Bible school programmes. The international perspective of Capernwray is evidenced by the large numbers of overseas staff, guests and students as well as its strong association and partnership with centres around the world under Torchbearers International.



## KEY RESPONSIBILITIES SPECIFIC TO THIS ROLE

- To effectively and efficiently undertake & manage the maintenance of the property and immediate gardens and grounds, both in terms of reactive and planned maintenance;
- To supervise & direct the maintenance work required on the site, including organising the maintenance team & voluntary workers to provide adequate maintenance cover;
- In conjunction with the Finance & Facilities Manager, to plan and effect improvements to the facilities available to guests, students and staff;
- Overseeing the regular testing to ensure full compliance with Health and Safety and other mandatory requirements, e.g. emergency lighting, fire alarm testing, legionella testing and asbestos monitoring amongst others;
- Ensure health and safety standards are observed in all maintenance work and in the use of equipment;
- Oversee the management, scheduling and supervision of all relevant subcontractors, ensuring they comply with contractual commitments and operate within the charity's safety policy;
- Coordinate the on-call rota to provide maintenance provision outside of normal working hours, including weekend cover;
- Prioritising maintenance workload to ensure compliance requirements, building improvements and general maintenance all progress;
- Reviewing current legislation, regulations and good working practices to ensure all maintenance & repair techniques are up to date;
- Producing new maintenance policies and procedures;
- Attending regular maintenance and health & safety meetings;
- Utilisation of the IT based safety management software system for monitoring compliance, testing and outstanding tasks;
- Willingness to attend training courses for furthering knowledge & expertise to better support the charity;
- Arrange the purchasing of maintenance related products in a timely manner within an agreed budget;
- Lead and participate in the development and mentoring of the maintenance team & voluntary workers.



## KEY RESPONSIBILITIES FOR ALL CAPERNWRAY STAFF

- To contribute to the Capernwray Holiday & Events Programme, in consultation with the Holiday Programme & Events Manager;
- To co-lead a 'Family Group', offering friendship, direction, pastoral nurture and encouragement to the students within it;
- To participate fully and warmly in Capernwray's community life, including participation in holiday programmes, leading student 'family groups', attendance at staff meetings, prayer meetings and social events, and to assist in other elements of the ministry;
- To identify and source opportunities and resources for continuing personal and professional development, in consultation with the Finance & Facilities Manager;
- To willingly and regularly affirm the ministry's Statement of Faith, Principles and Practices, Mission Statement and Values.

# PERSON SPECIFICATION

The person appointed will be expected to have the key essential skills, knowledge and experience listed below. The items under the heading 'desirable attributes' will also be useful for the post holder. However, candidates who do not have these desirable attributes should not be deterred from submitting an application.

## Essential Skills:

- An experienced manager, able to think strategically and deliver operationally.
- Highly organised, takes a systematic approach to work.
- Ability to identify priorities, especially where there are competing needs and expectations.
- Ability to manage a team effectively and allocate tasks accordingly.
- Sound operational knowledge of health & safety.

## Knowledge and Experience:

- High level of experience / knowledge of engineering, building, joinery or plumbing.
- Excellent interpersonal skills and the ability to act as the main point of contact on day to day maintenance.
- Adept at managing a diverse workload and able to maintain a strategic view of the work despite demanding day to day issues.

## Desirable Attributes:

- Experience of an IT based safety management software system for testing & monitoring compliance.
- Experience in managing Legionella & Fire risk.
- Knowledge of Biomass systems.
- Knowledge of swimming pool management.
- Experience of working in the charity sector.
- Experience of working in Christian residential ministry.
- Experience of working with volunteers.



# TERMS & CONDITIONS AND HOW TO APPLY

This role carries an occupational requirement for the applicant to be an active Christian and to subscribe to the ministry's Statement of Faith.

**Salary:** Related to experience and appropriate level of responsibility.

**Annual Leave:** 28 days per annum increased to 30 days after five years' service. Holiday year runs from April to March.

**Hours of Work:** 40 hours a week. Normal office hours are Monday to Friday, with a weekend on-call rota for maintenance and some Saturday events when staff are required to be involved.

**Pension Scheme:** Auto-enrolment pension scheme. Current contribution rates are 5% for employee and 7.8% employer.

If you have any queries regarding the role then please contact Michael Gregory, Finance and Facilities Manager, [michael.gregory@capernwray.org](mailto:michael.gregory@capernwray.org)

Completed application forms should be sent to Debbie Atkinson, Head of HR and Compliance, [debbie.atkinson@capernwray.org](mailto:debbie.atkinson@capernwray.org)

Or posted to:

Debbie Atkinson, Capernwray Hall  
Carnforth LA6 1AG

Closing date: Monday 9th December 2019

CAPER



# STATEMENT OF FAITH

- We accept the whole Bible as the inspired revelation of God to man.
- We believe that the Lord Jesus Christ is God, in equality with the Father, and that by Him the Father created all things.
- We believe that the Lord Jesus Christ became Man through the miraculous operations of the Holy Spirit, and that He was without sin.
- We believe that the Lord Jesus Christ, the Lamb of God, died willingly in the place of sinners, to become the Redeemer of this fallen World, and the only Mediator through Whose atoning Blood, and by faith in Whom alone, we receive forgiveness of sins.
- We believe that the Lord Jesus Christ rose again from the dead, appeared to His disciples, and returned to the Father; that on the day of Pentecost He came in the Person of His Holy Spirit to dwell within the hearts of all who had received Him, and thereby established His Church, the Body of Christ on earth, a Fellowship of all true Believers, of which He is the Head.
- We believe in God the Holy Spirit, co-equal Member of the Trinity, and that He is present in the hearts of all who through faith have received the Lord Jesus Christ as Saviour, and who are thereby born again, the children of God, who is the Father of them that believe.
- We believe that the Lord Jesus Christ is coming back again in Person to this earth and that by Him God will judge the World.