



**LEE ABBEY  
LONDON**

## **FACILITIES MANAGER**

### **JOB DESCRIPTION**

<b>Accountable to:</b>	The Director
<b>Responsible for:</b>	Head of Maintenance and Maintenance Team Members
<b>Salary:</b>	£30,000-£36,000 depending on qualifications & experience
<b>Updated:</b>	August 2020

### **THE CONTEXT**

Lee Abbey London was established in 1964 as a hall of residence for international students, staffed by a residential Christian Community who seek through their daily work, worship and lifestyle to “communicate Christ through relationships”. Lee Abbey London is part of the wider Lee Abbey Movement and is home to an international and ecumenical Christian Community drawn from many traditions and backgrounds.

Our lifestyle as a Community focuses on the following areas:

- Daily corporate worship and prayer
- Hospitality to students and guests
- Discipleship of Community Members
- Friendship Evangelism and living “Missionally”

In addition to the residential community, some senior members of staff live locally but join us in our work and ministry. All senior staff (residential and live out) help to provide spiritual leadership and participate in the discipling of community members. It is a genuine occupational requirement that all senior staff are Christians and have an active and sincere faith in Jesus Christ.

A satisfactory basic DBS check is required before confirmation of appointment.

**The Facilities Manager position is being offered as a “live-out” role, but we are happy to discuss residential options with applicants who wish to explore this.**

### **DUTIES**

The Facilities Manager is a key member of the Leadership Team. You will provide leadership and spiritual support to members of the Christian community and participate fully in the lifestyle and ministry of Lee Abbey London. This may include coaching a small group of community members in their personal faith journey and personal development.

The Facilities Manager is responsible for all aspects of the Lee Abbey Building and associated facilities, ensuring that the building meets the needs of all those who live and work here.



Specific areas of responsibility will include:

## 1. **Compliance & Best Practice**

Ensuring that the building and facilities meet legal and other specified requirements and that suitable records are kept:

- House of Multiple Occupancy regulations
- ANUK/UNIPOL National Code
- Health & Safety
- Fire Safety
- Electrical Safety

## 2. **Health & Safety Officer - Managing all aspects of Health & Safety**

- Risk assessments
- COSHH assessments
- H&S training of staff
- Legal Compliance & keeping up-to-date with changes
- Safety inspections and servicing of plant
- Legionella Controls
- Asbestos Controls & register
- Stress management
- PAT testing
- Emergency lights & signs
- Pest Control

At present Lee Abbey London works with a contracted Health & Safety consultant (Peter Stratton from Storvik FM) who provides advice and assistance in all H&S, Facilities & Fire Safety matters.

You may be required to attend a First Aid at Work course and be one of Lee Abbey's nominated First Aiders.

## 3. **Fire Officer**

- Fire Risk Assessments
- Monitoring breaches of procedure and policy
- Keeping up to date with legal requirements and ensuring compliance
- Weekly Fire Alarm test
- Ensuring thorough quarterly and annual inspections of the Fire Alarm system and extinguishers are carried out by CFS.
- Conducting an evacuation drill at least twice a year.
- Regular training of staff and Community members on fire procedures/responsibilities
- Ensuring that fire doors, evacuation signs, fire extinguishers and all other equipment is in good working order and placed correctly.

## 4. **Financial forecasting/budgeting**

You will liaise with the Director and Accountant regarding any planned or ongoing building refurbishment and maintenance needs and work with the available budgets to achieve the best results for Lee Abbey London.

## 5. **Planning and overseeing building work/renovation**

You will develop a schedule of building work/renovation to ensure that the building and facilities continue to meet the needs of the students and staff who live at Lee Abbey London.



## **6. Line management of Head of Maintenance**

You will supervise the work of the Head of Maintenance who is responsible for day-to-day repairs and building upkeep, as well as minor decoration and regular maintenance routines.

Where necessary you will liaise with and notify students/guests of any work that needs to be carried out in the building – following guidelines set out in the ANUK/UNIPOL National Code.

## **7. Plant & Facilities**

You will be responsible for all plant equipment & facilities:

- Ensure that the water/heating & BMS system, passenger lift, dumb waiter, disabled lift and gas installations are inspected annually for safety by competent contractors and serviced regularly
- Manage maintenance contracts for the laundry equipment and kitchen equipment and ensure that required servicing and safety checks are carried out
- Ensure that relevant recommendations made by the above inspectors are implemented
- Respond to any faults reported to plant and machinery and either call in the relevant contractor or attempt to resolve the problem yourself
- You will ensure that annual safety bolt tests are carried out and records kept.

## **8. Purchasing supplies/equipment as required**

## **9. Meetings**

You will attend weekly Leadership meetings and keep the Leadership team informed on all aspects of the building and facilities.

You may be required to attend regular Board meetings where you will present a report on projects/building matters.

## **10. Security and Keys**

You will be responsible for ensuring that a proper record of all keys is kept and that spare keys are kept secure. You will need to purchase replacement keys as required.

## **11. Preventative and Routine Maintenance**

Together with the Head of Maintenance you will need to carry out preventative maintenance and minor repairs to the equipment listed below. This involves a willingness to tackle problems when they arise and to use ingenuity and skill in solving them.

- Heating system, boilers and water tanks.
- Electrics, fuse boards, phase boards.
- Plumbing, water supply, isolation valves.
- Gas supply.
- Main kitchen equipment – ovens, refrigerators, bratpan, mixers, dishwasher, etc.
- Fire Alarm.
- Passenger lift, disabled lift and dumb waiter.

Where necessary, you will negotiate with outside contractors to ensure that repairs are carried out in a timely and cost effective manner, including obtaining estimates and maintaining schedules; working within agreed budgets and liaising with the Director and the Accountant over expenditure.



## Person Specification

We are looking for an experienced Facilities Manager who is passionate about following Jesus and wants to participate in Lee Abbey's ministry to international students. You will have proven managerial and technical experience and be able to provide vision and leadership as a part of the senior leadership team.

<b>Qualifications, training &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
Education to degree level or equivalent	✓	
Membership of relevant professional bodies		✓
Management experience	✓	
NEBOSH/IOSH qualification		✓
Experience of supervising others & managing performance	✓	
Experience of building/facilities management	✓	
Experience of managing change		✓
Experience of developing and managing strategies, policies and plans	✓	
Experience of establishing and managing commercial contracts	✓	
Knowledge of Building Management Systems (BMS)	✓	
High level of IT skills & Microsoft applications	✓	
<b>Professional Knowledge &amp; Understanding</b>		
Knowledge & understanding of building regulations	✓	
Knowledge & understanding of Health & Safety regulations as they relate to buildings & facilities management	✓	
<b>Personal skills &amp; attributes</b>		
Good leadership & management skills including the ability to supervise others	✓	
Good written and verbal communication skills	✓	
Experience of coaching		✓
Good collaborative skills & ability to work in a team	✓	
<b>Additional Attributes</b>		
Practising Christian with ability to disciple others	✓	
A sense of God's calling to ministry at Lee Abbey	✓	
Self-motivated with ability to deliver to targets	✓	
Attention to detail, analytical and able to solve problems	✓	
Flexible and enthusiastic approach to work	✓	
Excellent timekeeping & punctuality	✓	



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## **Terms and Conditions of Service (live out)**

### **1. Salary:**

This is a full-time and permanent position with an annual salary of between £30,000-£36,000 depending on skills and experience.

### **2. Working Pattern:**

The working week consists of five full work days which may be worked on a rota system. Non-residential staff often work Monday-Friday but may be required to work on weekends, in which case their day(s) off will be allocated during the week.

Your normal work hours are 8.30am - 4.30pm which includes a 1-hour lunch break. There is a 20 minute tea break in the morning.

### **3. Pension Arrangements:**

In accordance with Auto Enrolment regulations, you will be enrolled into a Church Workers Pension Fund scheme, with both employees and employers contributions set at 4% of salary.

All Community members are covered by Lee Abbey for death in service. This is at the rate of £50,000.

### **4. Holidays**

You are entitled to 25 paid holiday each year, plus the 8 statutory bank holidays. If you are required to work on a bank holiday you will receive a day off in lieu.

### **5. Review**

You will undertake a work review with the Director of Lee Abbey London after six months in post and thereafter at annual intervals. Regular reviews with the Director to discuss your spiritual journey are a normal part of Lee Abbey life.

### **6. Notice**

After an initial probationary period of 6 months when the period of notice on either side is one week, the period of notice will be two months on either side.

### **7. Length of Contract**

This is a permanent appointment (live out only)