

Role Title: Facilities Manager

Role Overview: St Andrew's is a church that longs to see lives transformed by Jesus, and we recognise that we can use our buildings to support church ministry but also to be a resource for the wider community.

We are looking for a Facilities Manager who can see the part our building can play in the ministry of the church, who will care and look after the building, and look at ways to carefully steward the resources we have to maintain and make improvements and look at how we can do this in a more sustainable way.

Location: Office based post at St Andrew's Church

Responsible to: Operations Manager

Core responsibilities: These are divided into four areas:

- Facilities
- Health and Safety
- Office Function
- Line Management

These can vary from week to week but are essentially to be responsible, under the overall direction of the Operations Manager, and in collaboration with other members of the Operations Team for:

- Facilities (70%)
- Ensuring church building and garden are well maintained, clean, tidy and secure. This includes regular maintenance and servicing requirements and responding to maintenance needs as they

come up (this includes responding to any emergencies out of hours).

- Overseeing the maintenance and servicing requirements for the Associate Vicar house.
- Oversight of AV and sound systems and ensuring they are fit for purpose.
- Operational management of external and internal building use in collaboration with booking administrator, caretaker and volunteer ministry leads and covering booking requests when the booking administrator is not working.
- Budget management for aspects of the building.
- Identifying areas of improvement in the building/furniture/equipment and discussing with Operations Manager

Health and Safety
(10%)

- Lead on Health and Safety and other regulatory guidelines for building safety. This will include fire, kitchen, first aid, evac chair and storage of cleaning chemicals and ensuring training for staff and volunteers as required.

Office Function:
(10%)

- Overseeing and managing the office functions eg photocopier, telephones, key inventory, lost property etc.
- Organising the procurement of cleaning material, stationery, kitchen items etc
- Responding to any IT and hardware questions and collaborating with our IT providers.

Line Management
(10%)

- Line management of the caretaker

In all of the above, the Facilities Manager will be responsible to the Operations Manager and will work collaboratively with other members of the Operations Team. It is intended that the Facilities Manager will be the team specialist in all things building but will action this in collaboration with others, implementing systems and processes to allow others to use the building safely and effectively.

General

- A committed Christian with a personal faith who has experience of participating in the life of a church.
- Attend staff prayers and weekly team meetings.
- Participate and contribute to regular line management meetings.
- Will work from and provide cover for reception for at least one morning or afternoon session per week.
- Commit to personal development through reading and training.
- Undertake any other duties that may be reasonably required by this post holder.

Terms and Conditions

- This post is full time (37 hours).
- Normal working hours will be between Monday to Friday 9am – 5pm with some out of hours work.
- Salary will be between £27,000 and £30,000 depending on experience.
- The church will contribute 10% of gross salary into a pension.
- Annual leave starts at 25 days per annum plus statutory bank holidays

Personal Specification

	Essential	Desirable	Evidenced by
Qualifications:		Some sort of further education.	Application form, certificates
Knowledge & Experience:	<p>Experience of working in the management of buildings eg organising service contracts or maintenance and an interest in the way it can be used to facilitate ministry.</p> <p>You can demonstrate an ability to successfully manage staff/volunteers.</p>	<p>Knowledge of health and safety issues and procedures as they relate to a public building.</p> <p>Simple DIY skills.</p> <p>Experience of managing a budget.</p>	Interview, application form
Technical Proficiency:	Good level of proficiency with IT and a technical interest and ability in sound and AV systems.	<p>Trained as a first aider, fire warden, health and safety or on the evac chair.</p> <p>Knowledge of AV and sound systems.</p>	Interview
Communication Skills:	Possess strong interpersonal skills and the ability to communicate effectively with a wide range of people – contractors, clergy, staff, church members and volunteers.		Interview

<p>Personal Attributes / Character:</p>	<p>Good organisational and administrative skills.</p> <p>Ability and experience to prioritise and manage a varied workload.</p> <p>Proactive and flexible approach to work.</p> <p>You will have the ability to successfully work on your own or within a team setting.</p> <p>Willingness to help and support other members of the Operations team and work collaboratively.</p>		<p>Interview / application form</p>
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