



JOB DESCRIPTION

Job Title: Facilities Manager
Reporting to: Director of Operations
Direct Reports: Caretaker

Purpose:

- *To oversee and facilitate the safe and effective use of St. Saviour's Church and Church Centre and to provide regular maintenance and care for the facilities alongside the caretaker.*
- *To oversee and facilitate the church's technical systems, including computers, computer networks and AV equipment used for events and church services*
- *To practically support the church's ministry leaders in the implementation of church activities, helping St Saviour's to flourish and fulfil its vision*
- *To manage the Caretaker, volunteers and external contractors working in connection with St. Saviour's church and centre.*

Tasks:

WEEKLY OPERATION

- In consultation with the Director of Operations and Events Manager, establish and maintain agreed levels of service – for facilities, hospitality, security etc. – for the different users of the Church and Centre
- Attend a weekly diary meeting with the Events Manager and Caretaker, planning and implementing all necessary requirements (along with others from the operations team) to facilitate the smooth and effective use of the building for church activities and any external bookings. Ensuring that the buildings, fabric, furnishings and equipment are ready for activities that take place in them both on Sunday and during the week.
- Conduct a weekly inspection of facilities and regular tests of equipment.
- Alongside members of the administration team and church volunteers, provide front desk reception cover as required.
- Monitor the use of the premises to ensure all areas are regularly cleaned and maintained to agreed standards. To be responsible for overseeing the day to day management of the cleaning operation, alongside the Caretaker.
- To complete ad-hoc repairs and maintenance on a rolling basis as time allows.
- Maintain appropriate stock levels of janitorial consumables and supplies within the church centre, alongside the Caretaker and Hospitality staff.
- Be responsible for Sunday service operations, alongside the Director of Operations and administrative staff, ensuring all levels of service are met and team members are well supported in their ministries



ANNUAL MAINTENANCE

- Oversee and operate an annual schedule of maintenance, prioritising tasks and scheduling time within the church calendar for their completion. Supervise maintenance and repairs, alterations, decorations and upgrades.
- Ensure that the quinquennial review, and any associated repair works, are managed effectively
- Ensure that church housing is maintained to an acceptable and appropriate standard, liaising with tenants and contractors as necessary

BUILDING MANAGEMENT

- To hold responsibility, in consultation with the Director of Operations, for the effective management of the Church's buildings, including the Church, centre and other Church properties, delegating some day-to-day responsibilities to the Caretaker.
- Serve on the PCC Buildings Management Group, helping develop and implement a strategy for the use of the buildings in line with the Church's vision
- Maintain a log-book of maintenance work and a record of appropriate documentation and an approved contractors list.
- Supervise all maintenance contracts and work carried out by contractors and agencies, particularly in relation to specialised plant such as heating and ventilation, lift, pumped drainage, alarms etc and cleaning of church centre.
- Manage and control various buildings, maintenance, equipment and supplies budget codes
- Be the first port of call for ad-hoc maintenance issues with church owned and associated properties (namely 5b Artillery Terrace & the Rectory), either responding to maintenance requests directly or advising on and arranging appropriate contractors.
- Manage the annual schedule of testing and inspections for these properties.
- Be the primary port of call for out-of-hours/emergency callouts (via a work phone) related to the St Saviour's building, on hand for staff, building users and contractors to contact where necessary. When the Facilities Manager is on leave, this should be passed over to the Director of Operations.
- To project manage developments and projects to improve the facilities and other aspects of church life as delegated by the Director of Operations / Exec.



HEALTH AND SAFETY

- Manage the First Aid provision in the church and centre, being responsible for the training of staff as necessary, and provision of First Aid kits around the building and for off-site events. In consultation with the Director of Operations, implementing any changes necessary in the light of accidents in the workplace and ensuring adequate provision for the reporting of accidents.
- Function as the designated Safety Officer for an average of two Sundays per month, being familiar with the fire evacuation procedures and ready to issues instructions in case of an emergency.
- In consultation with the Director of Operations, carry out (annually) and maintain an up-to-date room by room risk assessment and fire risk assessment for the Church and Centre. Provide advice to users on Health and Safety requirements and Fire Regulations.
- Produce and maintain church policies, including but not restricted to; Health and Safety; Fire regulations, Emergency Evacuation, First Aid, external events, and make sure all staff and building users are aware of these policies and their responsibilities.

PRODUCTION

- Liaise with the Worship Pastor & Director of Operations about the Production (AV) requirements for church services and make recommendations about the best way to implement.
- Pro-actively identify and recommend system upgrades to best fulfil the requirements of the church.
- Organise an annual programme of system maintenance, repair and caretaking.
- In consultation with the Worship Pastor & Director of Operations, manage the production requirements for special festivals and events, including the coordination of external hire where required.
- Serve on the sound or visuals desk at infrequent church services or events when necessary, in liaison with the Worship Pastor

INFORMATION AND TECHNICAL SYSTEMS

- To manage the Church's information and technology systems
- To manage the computer network and domain, ensure backups are regularly made, that licences are up to date and paid for, and that day-to-day support is available for system users
- Co-ordinate computer and network maintenance and file management/backup, working with IT professionals where necessary
- Identify, specify and cost enhancements which are needed to computer and telephony systems, working with IT professionals where necessary
- Establish and monitor system standards and protocols
- Develop technical systems in consultation with the Director of Operations to support church communication
- Oversee the technical function of the ChurchSuite and Planning Center packages, supporting users and adapting modules as necessary
- Facilitate and deliver staff and volunteer training on IT packages and systems as needed



OTHER TASKS

- As a member of the St Saviour's staff team, the Facilities Manager will be expected to play a full part in weekly staff meetings and other team events, contributing to the wider mission and vision of the Church.
- On an ad hoc basis, provide basic AV support for midweek or weekend services and events and be prepared to serve on the welcome team or prayer ministry team for special services as the need demands.
- Share in verger responsibilities for weddings and funerals, as agreed with the Events Manager and Caretaker.

LINE MANAGEMENT

- To act as line manager to the Caretaker, overseeing their effectiveness, ensuring that they are deployed in line with agreed priorities and are supported, encouraged, developed and cared for pastorally in their role
- Supporting the Caretaker in personal administration (leave booking etc) where necessary

MEETINGS

On a regular basis the Facilities Manager will be expected to attend and participate in:

- Weekly Staff Team Time with Prayer and Worship
- Weekly Staff Business Meeting
- Weekly Operations Team Meeting
- Weekly Diary Meeting with Events Manager and Caretaker
- 1:1 Line Management with Director of Operations (weekly)
- 1:1 Direct Report with Caretaker (fortnightly or otherwise)
- Annual Ministry Reviews

WORKING PATTERN

The Facilities Manager will work a minimum of 35hrs p/w, on 5 out of 7 days. Sundays will be regarded as a working day, with a regular day off in the week being taken. Occasional Saturdays and evenings may be required, in which case Time Off In Lieu will be agreed with the Director of Operations. St Saviour's operates core working hours of 9.30am – 5.30pm, although the working pattern of this post will be flexible by mutual agreement.

- Shift patterns of the Facilities team should be agreed on a month by month basis, and made available for colleagues to reference as needed.
- It is the intention of St. Saviour's that all employees should get to attend and participate in one public service of worship each week as a church member and without work responsibilities.

TRAINING

- Training will be provided on Manual Handling, Working at Heights, Food Hygiene, Line Management and First Aid at Work as required



PERSON SPECIFICATION – FACILITIES MANAGER

GIFTS AND ABILITIES

The jobholder should:

- Be a competent handyman, able to self-sufficiently perform basic carpentry, decorative, electrical and plumbing maintenance tasks
- Be able to support the Caretaker in his duties when necessary
- Possess an understanding of how a computer network is used to support a small organisation and be able to provide front-line support to colleagues and congregation members to support their ministries, being able to assimilate new tasks quickly and efficiently
- Be technically competent, able to use a computer with ease and understand and/or learn sound and visuals equipment, being able to service and troubleshoot them when necessary
- Have interpersonal skills of a high order and be able to communicate effectively, orally and in writing, with clergy, staff, church members and volunteers, visitors, suppliers and the Diocese
- Be adaptable, “can do” and prepared to juggle competing priorities and work constructively with others, as a team member
- Be able to remain calm under pressure, being willing to take the lead in unforeseen circumstances such as an emergency evacuation

KNOWLEDGE

The jobholder should have knowledge of:

- The ICT systems necessary to support the back office of a small organisation – including trouble shooting, systems upgrades and supporting staff members to use technology effectively
- Mains electricity, the wiring of plugs and appliances and how to use electrical equipment safely
- The Health and Safety legislation surrounding the workplace, requirements of PAT testing, COSHH regulations, fire regulations as appropriate



EXPERIENCE

The jobholder should have experience of:

- Ideally, mixing sound for spoken word and contemporary band environments
- Troubleshooting small/medium IT network infrastructures and end-user devices, performing updates and changes where necessary
- Providing maintenance services in a small organisation
- Writing risk assessments and advising on the Health and Safety implications for various activities

MAIN TERMS AND CONDITIONS

Hours	The post is full time, 35hrs per week. The working week is from Sunday to Thursday. The postholder will also need to attend some evening meetings.
Role level	Team leader within the St Saviour's grading structure
Salary	Salary in range £23,000 – £24,500 depending on experience
Holidays	25 working days per annum
DBS	This appointment is subject to the candidate obtaining an Enhanced Disclosure from the Disclosure and Barring Service
Pension	St Saviour's will make a pension contribution of 10% of annual salary to the Church Workers' Pension Fund or the pension provider of the employee's choice.
Occupational Requirement	The post has an occupational requirement for the post holder to be a Christian and to become a worshipping member of St Saviour's church community.