



Facilities Manager

Information Pack



Inviting Everyone To Follow Jesus

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Christ Church Clifton is a Registered Charity, No 1130529

Hello

Thank you for your interest in the brand-new Facilities Manager role at Christ Church Clifton. 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 as you consider if this role is right for you, please get in touch with Mark Parsons, our Operations Manager at mark.parsons@ccweb.org.uk.

Included in this pack is information on:

- Christ Church
- Clifton and Bristol
- Who we are looking for
- The team you will be part of
- The job (person statement, key responsibilities and terms & conditions)
- How to apply

A bit about us!

We are a 'Word and Spirit' Church of England parish church based in Clifton, North West Bristol, part of the Diocese of Bristol and the New Wine Network of churches.

Our church family is made up of people from all ages, stages and walks of life. We currently hold three Gatherings each week – 8am and 10am on Sundays and 11am on Wednesdays. We also meet together in Small Communities in homes around Bristol during the week. In addition, we have active kids and youth work and lots of other activities going on.



Our vision is to see the heavenly transformation of people and culture in Bristol. Jesus calls this the Kingdom of God - a place where earth begins to look like heaven - and we want to play our part in seeing God's Kingdom grow in our own lives, in Clifton, in Bristol and beyond.

We do this by helping people find Jesus and follow him wholeheartedly. We believe that the most effective and fruitful place for us to be is living as followers of Jesus, being the people God has made us in the places He has called us, and helping others to do the same.

We work this out through our values of Encounter plus Family plus Generosity which leads to Transformation.

You can find out more about Christ Church and our vision on our website – www.ccweb.org.uk. Or come and pay us a visit – we would love to show you around.

Clifton and Bristol

Christ Church is located in northwest Bristol about a mile and a half from the city centre and within half a mile of the University of Bristol.

The population of the Clifton ward is just over 11,000 and is a blend of families, singles, students, young professionals and older retired people, some of whom live in nursing homes and sheltered accommodation. Although broadly affluent, the accommodation profile of the Parish also attracts people with a variety of social needs.

There are three schools within the parish: Christ Church Primary School and with whom we have close links; Clifton High School and Clifton College (both independent co-ed schools).

The parish is an eclectic mix of those who still view Clifton as a “village” and those who use it to commute to the city centre or further afield. With the growth of the student population, and the need for more affordable housing in Bristol (as the general population is growing rapidly), larger houses have been converted into flats, and the rental market remains strong despite the economic downturn. Despite this, there still remain some large properties in Clifton, and the area often attracts those who are relatively wealthy.

About 75% of members of the church family live outside the BS8 Clifton area. Like many large churches, we see people at most of our Gatherings who regard another church as their ‘home’, but come here for the teaching, the worship, and to be refreshed.

Who we are looking for

We are looking for a full-time Facilities Manager to join our Staff Team. This is a brand-new role designed to enhance the mission of Christ Church through the care of and effective use of the Church Building by both the church and the wider community.

Our church building is in use on nearly every day of the year, requiring an active and hands-on approach to facilitating all the different users - and our existing team need help!

In addition, we have a Grade II* listed building, and like all old buildings it needs love, care and constant maintenance.

Consequently, we are looking for a practical and organised person who seeks to serve others and the church in practical ways. We seek someone who loves variety in their role and can adapt to changes quickly with the minimum of fuss. We’re looking for someone with practical building and event management experience who can maximise the potential of the building, deal with maintenance issues and liaise with contractors.

Could this be you?

The team you will join

You will be part of our Operations Team, which is made up of employees and volunteers and serves the church family by supporting and working with the clergy and ministry team leaders and members. The team is overseen by the Operations Manager and meets weekly to co-ordinate all the functions and daily requirements of the church.

You will be line managed by the Operations Manager and will meet regularly with him to help you reflect on and manage your workload, to structure the pattern of your normal working week, to pray and plan strategic targets and for personal/spiritual support and accountability.

You will be part of our wider Staff Team. We meet weekly for lunch, to worship together, to share with one another and to pray for each other. We also meet daily for prayer at the start of each day.

You will be a member of PCC's Buildings Team, working closely with the chair and other members to plan and oversee the maintenance of the church buildings. PCC stands for Parochial Church Council and is the elected governance body/trustees for Christ Church.

Finally, you will be part of the wider Christ Church family that meets together for worship on a Sunday and Wednesday. As part of your role, you will provide practical support to our weekly and occasional worship gatherings. Therefore, we are looking for someone who is in sympathy with the vision and values of Christ Church and is comfortable attending Christian worship services and events.

Person Statement

To be shortlisted for this post, you will need to be able to demonstrate how you meet the essential key skills, experiences and qualities we are looking for. These are listed here:

- In sympathy with the vision and values of Christ Church Clifton and the strategic role of the church building as a means of delivering this and comfortable attending Christian worship services and events.
- A practical person with competent DIY / maintenance skills, able to perform basic carpentry, decorative, electrical and plumbing tasks without supervision.
- Is technically competent, able to use a computer with ease and understands and/or is able to learn to use sound and visuals equipment and able to service and troubleshoot them when necessary.
- Has experience of planning and organising regular maintenance schedules and dealing promptly with ad-hoc maintenance issues when they arise.
- Has experience of risk management, writing H&S policies, conducting risk assessments and complying with H&S legislation.
- Has the physical fitness necessary to cope with the demands of the role, such as the movement of church furniture etc.

- A people person who is friendly and warm, with proven communication skills in order to deal effectively with the public, volunteers, church officers/staff, contractors and other stakeholders.
- An ability to work flexibly, independently and under pressure with a “can-do” attitude, to meet the changing needs and requirements of a busy church building and programme.
- A willingness to work flexible and unpredictable hours, including weekends and evenings, when necessary, with good personal and time management skills.
- Is able to remain calm under pressure, being willing to take the lead in unforeseen circumstances such as an emergency.
- A good team player who will work with and take direction from the others and work alongside volunteers.
- Displays honesty, trustworthiness and reliability at all times.

Although not essential for shortlisting, the following skills and qualities are also desirable:

- A regular worshipping member at Christ Church, or someone who is willing to become a regular worshipper.
- Experience of the management of large building projects, dealing with architects and contractors and managing budgets.
- Knowledge of the management and maintenance of small/medium IT networks and devices.
- Knowledge and awareness of safeguarding issues around children and vulnerable adults.
- Holds an appropriate first aid qualification or other relevant qualifications.

Key Responsibilities

Job Purpose: To enable the mission of Christ Church Clifton through the care of and effective use of the Church Building by both the church and the wider community.

1. Usage Management

To manage the use of the Church Building ensuring that it supports the wider vision of the church.

- To balance effective use of the Church Building by the church, local community and external lettings.
- To plan, oversee and support the practical and technical aspects of all events and activities taking place in the Church Building liaising with users in the planning and, if appropriate, during the event.

- To promote the Church Building as a venue for local community use, developing a usage and bookings policy and overseeing the bookings diary and booking procedure in liaison with the church office.
- To build a team of volunteers to provide duty manager and practical support for regular and ad-hoc church and community events.
- Oversee the risk management of all events and activities within the Church Building ensuring that risk assessments are completed before the events take place.

2. Annual Maintenance

To oversee and facilitate the safe and effective operation of the Church Building by organising regular maintenance and care for the facilities alongside the PCC's Buildings Team.

- Devise, oversee and operate an annual schedule of maintenance for the Church Building.
- Ensure that work requested by the Quinquennial Review is scheduled and implemented, liaising with the Quinquennial Inspector as appropriate.
- Organise, schedule and supervise regular (annual, bi-annual) maintenance contracts for key infrastructure (including but not limited to fire alarms, emergency lighting, lift, moving partitions, lightning conductor, M&E, gutter cleaning).
- Maintain a logbook of maintenance work, service contracts and approved contractors.
- Ensure that houses and other properties owned by the church are maintained regularly to an acceptable standard.

3. Building Management

To oversee the day-to-day management of the Church Building

- Organise and operate a schedule for regular (weekly, monthly, annual) testing and inspection of Church Building facilities and equipment.
- Be the contact point for ad-hoc maintenance issues, either responding directly or organising appropriate contractors or volunteers.
- Be the primary contact person for out-of-hours emergencies relating to the Church Building.
- Project manage new developments and projects to improve the facilities and other aspects of the Church Building as agreed by the buildings team or other appropriate bodies.
- Manage the procurement, ordering and supply of cleaning, catering and maintenance supplies.

- Manage the storage areas within the Church Building, allocating space to users and ensuring areas are kept organised and clean.
- Manage the maintenance and upkeep of external areas of the Church Building including overseeing the gardening and grass cutting teams.
- Liaise with the church Eco-group to help the group in their work to improve the eco-credentials of the use and operation of the Church Building.
- Oversee and facilitate the maintenance and use of the Church Building's technical IT and AV systems including training new users.
- Ensure that all waste and recycling is removed from the Church Building and put out for collection by Bristol City Council or removed by approved contractors.
- Oversee the deployment, operation and effectiveness of the church contract cleaners.

4. Health and Safety

To ensure that the PCC meets its legal obligations relating to the operation and use of the Church Building

- Produce and maintain Church Building policies including (but not limited to) health and safety, fire, emergency evacuation, first aid, food hygiene, external events and ensure all staff and building users are aware of these.
- Manage first aid provision in the church, organising first aid training, maintaining first aid kits, and keeping a log of accidents and incidents.
- Create and maintain up-to-date room by room risk assessments and a fire risk assessment and provide advice on health and safety and fire safety to Church Building users.
- Manage use of the church kitchen to ensure it complies with all relevant food hygiene regulations and that all kitchen users are trained in food safety and inducted in use of the kitchen before use.

5. Worship Support

- Provide on-site practical, AV, IT and technical support to the Sunday and Wednesday gatherings and other major church organised events.

6. Other duties – as directed by your Line Manager.

Terms and Conditions

This post will be a permanent contract, the first 6 months of which forms a probationary period, after which 2 months' notice is required on either side.

The employer is the Parochial Church Council (PCC) of Christ Church Clifton.

The post is Full Time – 37.5 hours per week.

The post holder will need to work flexible hours including evenings and weekends.

We would be open to job sharing.

This post will be employed on the Ministry Leadership Scale. The salary package is from £26,500 to £29,000 (dependant on qualifications and experience).

The church also pays between 7% and 10% of the salary into a NEST pension (with the employee contributing 1%-3% respectively).

Annual leave entitlement is thirty days plus eight public holidays. Public holidays can be taken on other days to account for days you may need to work.

Start date: ASAP.

How to apply

If you are interested in applying for this role, we welcome you to come for an informal visit first. Please contact Mark Parsons, our Operations Manager at mark.parsons@ccweb.org.uk to arrange this.

Formal applications can only be submitted on the official Application Form which can be downloaded from our website at www.ccweb.org.uk/workforus or by emailing mark.parsons@ccweb.org.uk.

The closing date for applications is midnight on Sunday 2nd June.

Interviews will be held on Sunday 30th June and Monday 1st July. Shortlisted candidates will need to be available for both days as the Sunday will include an opportunity to familiarise yourself with the worshipping life of the church and meet some of the church family, whereas the formal interviews will be held on the Monday. Overnight accommodation will be provided for those who need it.

Christ Church Clifton is committed to safeguarding children and vulnerable adults and expects all staff and volunteers to share this commitment. Christ Church Clifton follows safer recruitment practices.