

Job Title	Facilities Manager (D1 22/02/24)	Salary Grading	Ministry Leadership	Status	Permanent
Reports to	Operations Manager	OR (Active Christian Faith)	NO	Work pattern	Full Time (37.5 hours)
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.				
Key Responsibilities		Experiences and Qualifications		Relationships	
<ul style="list-style-type: none"> ● Usage Management <i>To manage the use of the Church Building ensuring that it supports the wider vision of the church.</i> <ul style="list-style-type: none"> ○ 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 ● Annual Maintenance <i>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.</i> <ul style="list-style-type: none"> ○ 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 log book 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 ● Building Management <i>To oversee the day to day management of the Church Building</i> <ul style="list-style-type: none"> ○ 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 <p><i>Continued on next page...</i></p>		<p>Person Statement A practical and organised person who seeks to serve others and the church in practical ways. Someone who loves variety in their role and is able to adapt to changes quickly with the minimum of fuss. Someone with practical building and event management experience who can maximise the potential of the building, deal with maintenance issues and liaise with contractors.</p> <p>Key Skills, Experiences and Qualities <i>Essential</i></p> <ul style="list-style-type: none"> ● 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 understand and/or learn to use sound and visuals equipment and being 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 evening 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; 		<p>Team The Operations Team consists 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 coordinates all the functions and daily requirements of the church.</p> <p>Key Relationships <i>Staff wide</i></p> <ul style="list-style-type: none"> ● To maintain and develop a flourishing relationship with Jesus through regular times of personal prayer, study and retreat. ● To play a full and active role in the worshipping life of the church family at Christ Church. ● To be a fully participative member of the staff team: attending weekly worship, staff meetings, prayer times, retreats and trips away, and to play your part in building excellent working relationships. ● To meet regularly with your line manager to help 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. <p>Role Specific</p> <ul style="list-style-type: none"> ● To meet weekly with the Operations Team to communicate on common goals and objectives and to manage workloads and expectations for the week ahead. ● To be a member of the PCC's Buildings Team, working closely with the chair and other members to plan and oversee the maintenance of the Church buildings. ● To be the public face of Christ Church within the church building to those using the building or visiting during open hours; ● To build key relationships within the church family (especially staff, lay leaders and ministry heads), building users, contractors and wider church. 	

- 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
- To oversee and facilitate the maintenance and use of the Church Building's technical IT and AV systems including training new users
- To ensure that all waste and recycling is removed from the Church Building and put out for collection by BCC or removed by approved contractors
- Oversee the deployment, operation and effectiveness of the church contract cleaners

- **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 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

- **Worship Support**

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

- **Other duties** – as directed by your line manager

- Displays honesty, trustworthiness and reliability at all times.

Desirable

- A regular worshipper 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.