

Job Title	Buildings Manager (v3 – 10/04/25)	Salary Grading	Ministry Leadership	Status	Fixed Term (1 year)
Reports to	Operations Manager	OR (Active Christian Faith)	NO	Work pattern	37.5 hours per week (flexible work pattern)
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 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 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 risk assessments are completed before the events take place Buildings Management <i>To oversee the day-to-day management of the Church Building and Church Office</i> <ul style="list-style-type: none"> Carry out simple maintenance tasks e.g. changing lightbulbs, gardening, moving furniture, and lead in the arrangement and oversight of employed tradespeople and contractors Organise and operate a schedule for regular testing and inspection of buildings facilities and equipment in line with Health & Safety requirements Be the contact point for ad-hoc maintenance issues, either responding directly or organising appropriate contractors or volunteers Work with the Church Executive Assistant to 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 and Church Office including overseeing the gardening and grass cutting teams To 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 Annual and Periodic Maintenance <i>To oversee and facilitate the safe and effective operation of the Church's buildings by organising regular and ad-hoc maintenance and care for the facilities alongside the PCC's Buildings Team.</i> <ul style="list-style-type: none"> Work with the PCC's Buildings Team to ensure proactive and scheduled maintenance of the Church Building, Linden Gate and 60 Clifton Park Road Organise, schedule and supervise regular 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 Other duties - as directed by your line manager 		<p>Person Statement A practical, organised, and proactive person who seeks to serve others and the church in a hands-on way. Someone who loves variety in their role and can adapt to changes quickly, whilst being able to deliver a maintenance and usage programme for the building. Someone with the ability to practically support the church, ensuring the Grade II* listed building is adequately maintained.</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 Someone who is comfortable attending Christian worship services and events A practical person with competent DIY skills who can perform basic tasks without supervision Experience of evaluating risks and writing risk assessments Basic IT skills to allow for email communications and internet research for finding out information in relation to repairs etc 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 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 requirements of a busy church building A willingness to work flexible and unpredictable hours, including some weekends and evenings, when necessary, with good time management skills Can remain calm under pressure, and willing to take the lead in unforeseen circumstances such as an emergency A good team player who will work with and take direction from others, and work alongside volunteers <p>Desirable</p> <ul style="list-style-type: none"> A regular attender at Christ Church services, or someone who is willing to become a regular attender Experience of the management of large building projects, dealing with architects and contractors and managing budgets Knowledge of relevant Health and Safety regulations for public buildings Holds an appropriate first aid qualification or other relevant qualifications, e.g. PAT testing, IOSH managing safely Working knowledge of audio-visual equipment Has experience of planning and organising regular maintenance schedules and dealing promptly with ad-hoc maintenance issues when they arise 		<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> As a member of the Christ Church Clifton Staff Team, you would need to respect our Christian ethos and be comfortable in an active Christian environment where team members:</p> <ul style="list-style-type: none"> Maintain and develop a flourishing relationship with Jesus through regular times of personal prayer, study and retreat Play a full and active role in the worshipping life of the church family at Christ Church Attend weekly team worship, staff meetings, prayer times, retreats and trips away, and contribute in building excellent working relationships 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 and to ensure the day-to-day usage, management and maintenance of the Church building is executed and planned out To be an active member of the PCC's Buildings Team, working closely with the chair and other members to plan and oversee the maintenance of the Church building To build key relationships within the church family (especially staff, lay leaders and ministry heads), building users, key contractors and wider church 	