

Facilities Lead

Reporting to: Associate Pastor
Hours: Part time (30 hrs)
Salary: £ Available upon request

Job Purpose: To work within the operations department within the church staff team, to ensure the maintenance and ongoing development of the church assets and premises. Ensure the church maintains 'well-run' property assets, to support the delivery of mission and ministry across the church, so that we continue to "Reach people for Jesus and help his followers grow to be like him."

- To have the lead responsibility for the practical operational side of church life, working closely with the Deacons, Elders & Staff Team.
- Along with the Deacons, ensure that cyclical maintenance of the church & manse is carried out, (such as roof coverings, doors, chairs, windows, alarm systems, the management of keys and including the upkeep of the car park etc.) – including the management of expenditure.
- Have oversight of the church utility contracts (Gas / Electricity / Internet etc.), conduct reviews and research, ensuring that the church is using its resources efficiently.
- Have an oversight of the church equipment insurance policies.
- To work with others to ensure that the church complies with its statutory responsibilities e.g., health & safety requirements, maintaining a log of incidents.
- Work along-side other staff to oversee room bookings and set-up where required.
- To represent the church to the community.
- Maintain relationships with external organisations that may use our building.
- Recruit to, lead, and encourage volunteer teams responsible for the maintenance and cleanliness of the church buildings & grounds. This should include the development of a 'work party' team for undertaking larger project work.
- Ensure the church maintains a well-run reception, working with representatives from Youth and Families Matter.
- To be the link person with The Hub coffee shop ministry team.
- To serve as required (this will include, from time to time being asked to share a devotional and lead the staff team in prayer).

Person specification:

- A committed Christian in agreement with Testwood's statement of faith, mission & values with a lifestyle that reflects this.
- Someone who is proactive, working 'under own steam' and using initiative.
- Computer skills – Microsoft Office packages.
- A strong enabler & encourager.
- A proven team player and team builder.
- A working knowledge of health & safety requirements and risk management.

Confidentiality:

- The post holder is required to adhere to church policy in relation to the General Data Protection Regulations (GDPR). The post holder is required to inform their line manager in the event of a breach.

- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to visitors and members of the church, staff and volunteers. They may also have access to information that is business sensitive. All such information from any source is to be regarded as strictly confidential.

Health & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the church's health and safety policy relating to.

- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
- Making effective use of training to update knowledge and skills.
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.
- Reporting potential risks identified.
- Adhere to, and have a good knowledge of, manual handling best practice.

Equality and Diversity:

The post-holder will support the equality, diversity and rights of staff, visitors and church members.

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with church procedures and policies.
- Respecting the privacy, dignity, needs and beliefs of staff and colleagues.

Personal/Professional Development:

The post-holder will participate in any training programme implemented by the church as part of their employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

Quality:

The post-holder will strive to maintain quality within the church, and will:

- Alert other team members to issues of quality and risk.
- Assess own performance and take accountability for own actions, either directly or under supervision.
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance.
- Work effectively with individuals in other teams, departments, or ministries to best serve the church and the community.

- Effectively manage own time, workload, and resources.

Communication:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members, pastors and leaders.
- Communicate effectively with members and visitors in the building.
- recognize people's needs for alternative methods of communication and respond accordingly.

Ensure that the church remains a place of welcome and love for all those that come in from the community. Therefore, this job description is a guide and as such is not exhaustive.

Area	Essential	Desirable
Qualifications and experience including details of specialised knowledge and skills required	<ul style="list-style-type: none"> • Educated to GCSE, grade C or above (or equivalent) in English Language and Maths • Previous volunteer / supervisory experience. • Experience of dealing with the public, both on the telephone and in person. • Substantial administrative experience. • Strong IT skills including use of spreadsheets and web applications. 	<ul style="list-style-type: none"> • Rota management experience • Experience working in estates / facility management. • Experience working with contracts. • Experience developing policies.
Special skills/abilities	<ul style="list-style-type: none"> • Strong organisational skills. • Resilient and able to work under pressure with competing demands, whilst maintaining a high standard of accuracy. • Ability to prioritise workload. • Evidence of problem-solving and decision-making skills. • Uses initiative. • Ability to build effective working relationships with all church staff. • Ability to train, supervise and support volunteers. 	<ul style="list-style-type: none"> • Ability to negotiate and influence others with credibility. • Ability to research and understand
Additional requirements	<ul style="list-style-type: none"> • Ability to work during the day and evenings as required. 	

	<ul style="list-style-type: none">• Flexibility for cover.• Willingness to learn and acquire new skills.• Someone who is an evangelical Christian, spiritually mature, a strong enabler & encourager, and has a heart to reach our community with the love of God.• To be in accord with TBC's statement of faith, mission & values	
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