

Facilities Manager Job Description

January 2025

Main Purposes of the Job:

To manage the premises and property of City Church, ensuring they are fit for purpose and compliant with all relevant policies and legislation. To provide all users of the site with a safe and positive experience of using the facilities.

Reports to: Snr Operations Manager

Liases with: Ministry and team leaders, church staff, church attendees.

Duties and Responsibilities:

Management

- Manage site-related budgets
- Manage “staff” and/or contract cleaners and maintenance support.
- Negotiate and manage regular contracts and suppliers (Emergency Lighting, Fire Safety, Automatic Doors, Air-Con, Printer/Photocopier, Waste Disposal, Sanitary, Vermin, etc)
- Manage the ongoing updating of relevant policies (H&S, Fire Safety etc), related risk assessments, and monitoring of compliance.
- Manage the booking of and use of church facilities by external hirers and ensure that appropriate hiring agreements are in place.

Site

- Oversee the cleaning and maintenance of the church premises with the goal of continuously improving the physical environment.
- Ensure the grounds are kept well-maintained and safe, free of graffiti, appropriately signed, well lit, and welcoming. Ensure hazards are appropriately cordoned off and dealt with in a timely manner.
- Oversee the overall security of the premises
 - Responding to, and resetting the office alarm, liaising with the alarm company. Checking and securing the premises subsequent to intruder alarm activation.
 - Respond to call-outs out at unsociable hours or at weekends to make emergency repairs or allow access to a contractor doing so.
 - Manage the allocation of site keys to staff, volunteers and hirers, optimising security without compromising usability.
- Fire Officer duties including
 - Overseeing risk assessments
 - Organising Sunday Fire Marshal training
 - Organising periodic Emergency Evacuation Practices
 - Ensure that clear passage is maintained on fire escape routes.
 - Keep storage areas tidy to reduce fire risks.
 - Test fire alarms weekly. Maintain test register
- (With event organisers, colleagues and volunteer teams) Ensure rooms a Brickfields are ready for regular and one-off functions, ie clean, tidy, with appropriate furniture and equipment in place.

Equipment

- Keeping an inventory of church property and equipment, liaising with Finance department to keep Asset Register current. With stake-holders, selection and purchase of new and replacement equipment.
- Manage office equipment – purchasing, staff training in the use of, DSE assessments etc, and liaising with IT Support.

- Ensuring all equipment is safe, well maintained, and ready for use (includes electrical Portable Appliance Testing, and managing repairs/replacement where necessary).
- Ensure that up to date operating instructions are available for any equipment and control systems being made available to hirers and church users.
- Regularly inspect lighting (including security lighting), electrical fittings, plumbing etc and report/repair defects as appropriate.
- Monitoring and setting of programmable heating and air-con controls for planned events.
- Ensure consumables are purchased in a timely manner, and are available in appropriate quantities at their points of use.

Hours of Work: The working week will be 30 hours nominally worked over 4/5 days

Paid Holiday: The standard City Church annual paid leave allowance is 6.6 weeks including Bank Holidays.

Remuneration: The starting salary (reviewed annually in April) for this 80% FT position will be in the range £26,000-£36,000. City Church also offers an Employer's Pension Contribution into an approved pension scheme totalling 7% of gross salary.

Place of work: Brickfields

Person Spec

Required Skills and Experience:

Excellent inter-personal and communication skills

Able to organise, delegate plan and prioritise tasks

Competent to use computerised organisational software

Understanding of Health and Safety issues, experience of running Risk Assessments

Desirable Skills and Experience

Experience of Line Management

Practical experience of gardening, decorating, and small electrical and plumbing repairs

Personal characteristics

Emotionally intelligent and resilient – with a can-do attitude and able to cope under pressure

Able to take initiative in order to get jobs done

Approachable, personable, patient, appropriately humble