

# Facilities Coordinator: Job Description



## Job Purpose

Supporting the current and future mission and ministry of Christ Church, our Facilities Coordinator ensures our 'facilities' (equipment, building, and grounds) are maintained well, refurbished, and improved.

## Responsibilities

1. Coordinating routine maintenance of our facilities in accordance with regulations, in a cost-effective manner, minimising disruption to building users
2. Leading on Health & Safety, including ensuring our policies are up to date, and our equipment maintained
3. Resolve occasional unexpected problems with the facilities, communicating with staff and affected users
4. Drive forward facilities refurbishment or larger improvement projects, under the direction of the Facilities Management Group
5. Maintain our facilities budgets according to our financial principles and practices
6. Maintain records of facilities work, including our Inventory, including preparing for Quinquennial Inspections
7. Provide quarterly update reports on behalf of the Facilities Management Group to the Church Council, and yearly eco reports to the Denominations
8. Together with our Administrator, manage ordering of regular building supplies
9. Review cost-effectiveness of major suppliers (including utilities) every 12-24 months
10. Oversee the work of our Caretaker and Cleaner.

## Being part of the wider Christ Church team

Alongside the above responsibilities, you are part of the wider Christ Church staff team, and so you will:

- comply with the Church's policies (including Safeguarding and Data Protection);
- undertake other tasks and responsibilities in consultation with the Church Wardens as this post develops.

## Main Relationships

- Church Staff team, particularly Caretaker, Cleaner and Administrator
- Facilities Management Group
- Suppliers & Contractors
- our Finance team

This post is managed by a Church Warden, on behalf of the Church Council.

## Supporting you

We will support you by:

- regular discussions with the Facilities Management Group
- time for training
- praying regularly for you and your work
- flexible working arrangements
- providing regular supervisions.

## About you: your attitudes, skills and qualifications

It's Essential that you:

- can support the mission and ministry of Christ Church Chineham
- are well organised, even in the face of many different tasks and projects
- are able to act on your own initiative
- are able to work as an effective member of a management team
- are a confident user of digital tools for planning and communicating
- understand the main issues involved in Health & Safety, and can pro-actively learn more detail where required
- are able to remain calm and handle occasional challenging and complex situations well.

It's Desirable that you also:

- have experience with building projects
- have experience of working or volunteering in the voluntary sector
- are a member of a local church
- have experience managing staff.

## Main terms and conditions

Hours	10 hrs/week (with the possibility of increased hours as required). There will be some flexibility to suit both you and the needs of attending contractors. You will have Time Off in Lieu as appropriate.
Salary Range	£23,000-26,000 per year, depending on experience, pro rata for part-time working (where full time is a 40-hour week)
Overtime	There's the possibility of pre-agreed overtime (paid at base rate)
Base	Christ Church Chineham, but with flexible working as agreed with your line manager
Holidays	28 days per year including bank holidays, pro rata for part-time
Probation Period	6 months
Notice Period	During probation: 1 month (from employee) and 1 week (from employer) After probation: 2 months (from employee and employer)
Pension	You will be auto-enrolled into the NEST Pension Scheme and CCC will make a contribution of 3% of annual salary.
(DBS	We do <u>not</u> believe this appointment is subject to the individual obtaining Enhanced Disclosure from the Disclosure & Barring Service.)

## Document Revisions

Updated	by	Comments
13.11.2023	Jonathan Clark	first draft for Leadership Team

20.11.2023	Jonathan Clark	updates following LT discussions
16.12.2023	Jonathan Clark	updates following Council and then sub-group comments