

## Role Profile: Facilities Manager

### Job purpose

This is a management role in the church working closely with the Operations Manager, Vicar and the Church Wardens to enable them to fulfil the vision and purpose of Christ Church: “To know Jesus, and to make Jesus known in the community, to the glory of God”. The purpose of the role is to ensure the readiness of the Church campus and facilities for use throughout the week; and to manage and maintain the Church owned and rented property.

### Key Responsibilities

#### Premises and Facilities Management and Maintenance

- Oversee and coordinate the setup and dismantling of church facilities for regular activities, events, and external hires
- In partnership with the Church Wardens, and where necessary the Archdeacons and Diocesan Advisory Committee, take responsibility for the effective management and upkeep of all church buildings, staff housing, sites, and facilities, ensuring a safe, compliant, and welcoming environment
- Serve on the Campus Development Committee, acting as the key liaison between the Committee and contractors, maintenance team, and staff; and helping to supervise site visits and other works
- Conduct annual assessments of all properties within the Church’s portfolio, including residential properties, and address or mitigate identified health and safety risks
- Ensure the effective maintenance, repair, redecoration, and cleaning of all church buildings and associated properties, liaising with the Buildings, Facilities and Grounds Committee as required
- Develop, in consultation with the Operations Manager, and implement a planned programme of routine maintenance, refurbishment, and industrial cleaning
- Coordinate with the Buildings, Facilities and Grounds Team to ensure timely completion of repairs identified through Quinquennial Inspections
- Identify, coordinate, and respond to routine and exceptional facilities matters as they arise
- Negotiate, arrange, and supervise maintenance contracts and contractor works beyond in-house capability, including specialist works requiring specific qualifications or equipment
- Coordinate with the Eco Sub Committee to undertake gardening and routine maintenance duties, within the scope of capability, and coordinate with third parties responsible for grounds maintenance where appropriate
- Oversee cleaning, manage cleaner and support volunteers to ensure that all premises are maintained to agreed cleanliness standards, including supervision of cleaning activities

- Ensure the safe and appropriate removal and disposal of waste and recycling materials
- Manage access to premises outside normal operating hours (where agreed in advance) for contractors and authorised hirers, including delegation of keyholder responsibilities where appropriate
- Manage the security of church premises, equipment, and owned or rented property
- Ensure compliance with statutory Health & Safety legislation and recognised best practice, maintaining Health & Safety risk assessment documentation and ensuring assessments are completed and reviewed regularly
- Ensure compliance with all legal and regulatory requirements relating to buildings, including arranging and maintaining required safety certification (e.g. gas, electrical, and fire safety)
- Ensure compliance with statutory and regulatory governance requirements, including oversight of building and landlord responsibilities
- Attend regular meetings of the Buildings, Facilities and Grounds Team as a representative of the Church staff team
- Maintain Church Log Book and Terrier
- Maintain Health & Safety Risk Assessment documentation and ensure regular completion of assessments
- Manage Minibus – arranging for servicing, tax and insurance
- Manage the heating schedule ensuring that the Church is heated during regular hire and use
- Check the defibrillator

***Other***

- Assist the operations team with other tasks as required

## Terms and Conditions of Employment

- There is a Genuine Occupational Requirement (GOR) that the post-holder is a practicing Christian
- It is a condition of employment that the Operations Manager:
  - subscribes to the Christ Church Statement of Faith
  - endorses the Church's vision and purpose
  - Is a regular Sunday attender at Christ Church
  - understands, accepts and abides by the policies in the Employee Handbook
- Permanent contract based at Christ Church, Virginia Water
- Expectation to attend the fortnightly Staff Planning Meeting and monthly All Staff Meeting
- Salary £16.69 per hour
- Hours of work 20 hrs / week
- Annual holiday of 24 days pro-rata
- Generous pension scheme
- Flexible working pattern, subject to required attendance in the office on Tuesdays

## Accountability & Working Relationships

- The contract will be with the PCC.
- The Facilities Manager will report directly to the Operations Manager and work closely with Church Wardens and other members of the PCC as required.

## Essential Experience & Qualifications

- A vibrant personal faith in Jesus Christ
- A proven track record of delivering high-quality operational and/or administrative services
- A high-level of PC literacy including proficiency in Microsoft Office (Word, Outlook, Excel, PowerPoint)
- Ability to be able to manage a diverse workload and prioritise tasks
- Flexible and enthusiastic, "can do" attitude
- Well organised with ability to work unsupervised
- Common sense and initiative
- Trustworthy with a mature attitude
- A sense of responsibility for and a genuine desire to care for our premises and facilities
- Reliable

## Desirable Experience & Qualifications

- Relevant qualifications e.g. Health & Safety, First Aid, Food Hygiene
- Good time management
- A sense of humour
- Relational and bridge-building skills
- Experience of governance
- Health and Safety training, e.g. food safety, fire safety
- Experience of Project Management methodologies

## Who Are We: Christ Church, Virginia Water

We are a Church of England Parish Church located in the beautiful Surrey village of Virginia Water. We are a congregation made up of an international family drawn from over 25 different countries, many Christians of various denominations, living within a 10-mile radius of Virginia Water. We rejoice in our rich diversity but are united in knowing Jesus Christ as our Lord and Saviour and share a desire to help one another, from God's Word, to discover our full potential in a personal relationship with God through Jesus Christ. We are discovering that Jesus brings meaning, purpose and fulfilment as we grow to know him, to trust him and to serve him together for his glory. This is clearly expressed in our vision and purpose statement "To know Jesus, and to make Jesus known in the community, to the glory of God"

Our team comprises Vicar, Curate, Children's and Families Pastor, Youth, Student & Young Adult Worker and Worship Director, Operations Manager, Finance Administrator (part-time), Parish Administrator (part-time), and a large team of committed volunteers.

## Vision and Purpose

Our vision and purpose statement is "To know Jesus, and to make Jesus known in the community, to the glory of God" and we seek to bring this to life through our five vision strands:

**Reaching and Growing** – enabling the Church to serve the Community

**Maturing and Equipping** – care and nurture of every member of the body of Christ

**Influencing and Caring** – addressing issues of current concern locally, nationally and beyond

**Spreading and Promoting** – using contemporary media to spread the Good News

**Serving and Sharing** – supporting missions, sending resources and skills through teaching and training