

# stjohns harborne

## **A HEART FOR GOD, OUR CITY AND THE NATIONS**

### **Vision and Values Summary Statements**

**Purpose** – To love God and neighbour by producing mature Christians

**Priorities** – Giving Glory (Worship), Getting Involved (Ministry), Gathering Together (Fellowship), Growing Up (Discipleship), Going Out (Evangelism)

**Vision** – To be a faithful community committed to God in passionate worship; to one another in devoted service; and to the world in sacrificial love

**Values** – God-honouring, Christ-centeredness, Spirit led, Scripture, Prayer, People, Integrity, Reaching our Potential, Authenticity, Culturally Relevant, Leadership, Generosity

**Mission** – To reach non-Christians with the good news of Jesus. To provide a church home for Christians in the Harborne area. To unite the spiritual and rational aspects of the gospel. To establish missional communities to reach people with the gospel. To pursue and demonstrate unity within and beyond St John's

## **JOB PROFILE**

**Post:** Buildings & Facilities Manager

### **Background:**

St John's is an Anglican Church, in the charismatic evangelical tradition with a large staff team. The main church site has a busy weekly schedule of activities and events as well as two Sunday services and one mid-week service. In addition to the main building other properties include The Crossway which is a centre providing services to the community and office space and 5a Greenfield Road (known as The Old Sewing Factory) which is the main office and administration centre.

### **Purpose of post:**

To manage and coordinate all aspects of looking after St John's Church buildings complex, along with the Crossway and The Old Sewing Factory.

To include oversight and delivery of appropriate care, maintenance, preparation and security of church buildings, external areas, fixtures and fittings.

Oversee arrangement and work of contractors attending and maintaining all buildings

To ensure a welcoming and suitable environment is created for volunteers, employees and all who attend or visit the church or other properties.

**Qualities you will display:**

- Can do, flexible and positive attitude to work
- Good people skills and confidence to communicate with a wide variety of people
- Self starter, ability to manage own time and prioritise tasks
- Basic DIY/maintenance skills
- Good knowledge of Office 365
- Ability to supervise other staff/volunteers
- Task oriented with completer finisher skills
- A proactive approach to tasks
- Good general health as role involves lifting, moving tables and chairs etc.
- Appropriate First Aid qualification or willingness to undertake training
- Hold a full driving licence and have access to a car

**Background and knowledge:**

- A committed Christian who is prayerful and open to the renewing work of the Holy Spirit and one who holds to biblically orthodox church beliefs and teaching in matters of faith and conduct

**What you would be expected to do:**

The following areas and duties will be within the scope of the post:

**Main Church Site, The Crossway and The Old Sewing Factory**

**Room preparation and Cleaning**

- Plan and carry out and ensure delivery of all routine cleaning tasks for the above sites
- Identify, plan and carry out periodic and special cleaning of the above sites
- Liaise with users to ensure appropriate preparation of all areas and rooms. To include arranging of furniture and provision of any additional equipment and resources as required

**External Areas**

- Ensure all external areas and car parks of all sites are clean and tidy and free from rubbish
- Ensure landscaped areas are kept tidy and planted at appropriate times and that shrubs are kept under control
- Ensure salt and grit is applied to car park and walk-ways in icy weather

### **Maintenance & Repairs**

- Identify and arrange for emergency repairs as required
- Carry out basic repairs and decoration within skill set or arrange for approved contractors to carry necessary works
- Liaise with key contractors and service providers to include Security, HVAC, Fire Extinguisher servicing etc.

### **Welcome**

- Welcome and discern the needs of visitors to the building, deal with queries, and signpost people where necessary
- Triage visitors to the building who may need pastoral support or prayer and take appropriate action which may include offering a brief prayer at that point
- Manage persistent callers for money and food kindly but firmly.
- Articulate and demonstrate the Christian ethos of St John's Church

### **Supervision & Resourcing**

- Supervise the day-to-day work of the Facilities Assistant
- Organise the input of volunteers when appropriate
- Monitor service provided by external 'hygiene' services contractor and other external contractors as required

### **Health & Safety, Compliance**

- Fire Safety – ensure fire risk assessment is completed and updated annually
- Ensure fire alarm and emergency lighting is checked at regular (as agreed) intervals and results recorded appropriately
- Ensure periodic servicing of all gas appliances is carried out
- Ensure that all rubbish and waste is disposed of appropriately and maximise recycling opportunities
- Ensure that all lifts are maintained and serviced in line with manufacturer's instructions
- Ensure regular PAT tests for portable equipment are up to date
- Ensure all fire routes and exits are kept clear at all times
- Complete and ensure risk assessments are in place for building usage
- Ensure Fire Extinguisher servicing is expedited annually

### **Plant, equipment & supplies**

- Ensure a full electronic inventory of all equipment, furniture and church property is maintained and updated
- Oversee programming of main church heating and ventilation systems – ensure time clocks are adjusted according to usage requirements and bookings diary

- Place regular orders to ensure adequate supply of cleaning materials and disposables, refreshments, Communion supplies – ensuring only minimal stock levels are held

### **Weddings & Funerals**

- Prepare church and requested rooms for weddings and funerals
- Answer queries and attend any rehearsals or pre-event meetings
- Attend Weddings and Funerals and dress appropriately

### **Security**

- Maintain records of church keys/access fobs loaned out. Ensure prompt return of keys/access fobs on short period loan
- Oversee and programme the operation of Paxton electronic door control system
- Use the Church Management System (ChurchSuite) to maintain records of church equipment loaned and ensure prompt return
- Monitor physical security of building, particularly windows and fire doors
- Ensure CCTV facility is operational at all times and data storage is in line with CCTV and GDPR policy
- Ensure external lighting is operational and time clocks are set according to season
- Ensure security alarm is operational at all times and serviced annually
- Be available to respond to alarm call outs on rota basis

### **Special Events & Festivals**

- Ensure facilities are appropriately prepared for special events e.g. conferences
- Ensure facilities are appropriately prepared for festivals
- Liaise with other stakeholders to ensure that appropriate arrangements are made

### **Reporting, Supervision & Communication**

- The Building & Facilities Manager will report to the Deputy Operations Manager
- The Building & Facilities Manager will supervise the Facilities Assistant
- Liaise with staff team about facilities and resource requirements and associated issues
- Attend staff meetings as directed
- Liaise with building users regarding room requirements
- Deal with telephone calls and email in a timely manner and appropriately

### **Working Arrangements**

- The post is full-time, and the working week will be 37.5 hours. The hours worked will be flexible and will include some weekend working on occasions
- On occasions it will be necessary to work additional hours for which time off in lieu will be given
- This is a permanent contract
- The post attracts 5 weeks paid annual leave plus statutory bank holidays
- The post holder will need to live within a reasonable commutable distance to St John's
- The post requires a basic DBS disclosure
- We would be happy to consider a part-time/job share application

### **Remuneration:**

£22,269.00 to £26,091.00 An incremental pay scale operates within the above salary range and is linked with the annual review and development process. Salaries are reviewed in April each year.

The post holder will be automatically enrolled in the Friends Life Flexible Retirement Account which is a Self-Invested Pension Plan (SIPP). The current contribution rates are, Employer 3% and Employee 5%.

### **Occupational Requirement**

Equality Act 2010 relating to Religion or Belief and Sexual Orientation

For the purpose of both of the above Regulations it is considered to be an Occupational Requirement that you share and endorse the values of St Johns Church, as an evangelical charismatic church with respect to Christian faith, conversion and commitment, sexual and moral conduct and lifestyle. If further clarity is required, this can be provided on request.

**We are aware that people from black and ethnic minority backgrounds are currently under-represented on our staff team so particularly encourage applications from these groups.**