

# Maintenance Role

## Part-Time Maintenance Person

**Location:** The Light Church

**Hours:** 12 hours per week (flexible arrangement)

**Salary:** £9,066.72 per annum (Pro rata based on £28,333.50 FTE)

**Reports to:** Senior Pastor

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## Purpose of the Role

The Maintenance Person will be responsible for the day-to-day upkeep and safety of The Light Church building and its facilities. Working closely with the Executive Assistant and church leadership, this role ensures the premises remain safe, well-maintained, and fit for purpose for services, events, and community use.

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## Key Responsibilities

### Building Maintenance & Repairs

- Carry out routine building inspections, identifying and addressing maintenance needs in a timely manner.
- Undertake minor repairs across a range of trades, including basic plumbing, carpentry, painting, and general maintenance tasks within competency.
- Maintain a maintenance log recording all works completed, outstanding tasks, and any issues requiring specialist attention.
- Manage stock levels of maintenance supplies and equipment, flagging when replenishment is required.
- Liaise with and supervise external contractors for specialist or more complex works, ensuring quality and value for money.

### Safety & Compliance

- Conduct regular safety checks in line with church policy, including fire exits, fire extinguishers, and emergency lighting.
- Carry out and record water temperature (Legionella) checks in accordance with health and safety requirements.
- Support the coordination of statutory annual inspections, including gas safety, electrical testing, and any other relevant checks.
- Report any health and safety concerns promptly to the Executive Assistant or church leadership.

## **Event & Building Support**

- Set up and pack down rooms for Sunday services, events, rentals, and other church activities as required.
- Ensure all areas of the building are clean, safe, and presented to a high standard ahead of services and events.
- Be mindful of services and activities taking place in the building, maintaining appropriate noise levels and minimising disruption.

## **General**

- Work collaboratively with the Executive Assistant and other team leaders to ensure building operations run smoothly.
  - Carry out any other reasonable duties as requested by the line manager.
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## **Person Specification**

### **Essential**

- Proven practical experience in a maintenance, facilities, or handyman role.
- Competency across a range of basic trade skills, including carpentry, plumbing, and general repairs.
- Good understanding of health and safety responsibilities in a building environment.
- Reliable, self-motivated, and able to manage and prioritise tasks independently.
- Good communication skills and ability to work collaboratively with staff, volunteers, and contractors.
- Physically fit and able to undertake manual tasks, including lifting and working at height where required.
- Flexible approach to working hours, including occasional Sunday or evening availability for events.
- Sympathy with the values and ethos of a Christian church environment.

### **Desirable**

- Formal trade qualifications or relevant certifications (e.g. CSCS card, electrical or plumbing qualifications).
  - Experience working in a church, charity, community, or similar non-profit setting.
  - Knowledge of statutory compliance requirements for public buildings, including fire safety and Legionella.
  - First aid certificate or willingness to undertake training.
  - Experience managing or coordinating external contractors.
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## **Working Arrangements**

Hours are flexible and can be arranged across the week by mutual agreement, with a pattern that supports the church's programme of services and events. Some Sunday and occasional evening availability will be required. The role is based on-site at The Light Church.

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### **Additional Information**

- An enhanced DBS check will be required for this role.
  - The post-holder must be committed to the church's safeguarding policies and procedures. The role is subject to a probationary period of three to six months.
  - Holiday – 5 weeks per year (Jan – Dec) plus bank holidays (pro rata)
  - Pension – Minimum 5% employer pension contribution with an additional potential 3.5% to match employee contributions. (Employee contributions - minimum compulsory 3%)
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### **How To Apply**

Send an email of interest to [davemckeown@thelightchurch.org.uk](mailto:davemckeown@thelightchurch.org.uk), and we will be in touch.

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*This is a fantastic opportunity to use practical skills in a meaningful setting, playing a vital role in supporting the life and mission of The Light Church community.*