Facilities Manager Job Description

Reporting Line Manager: Team Rector
Terms & Conditions Hours: 35 hours per week, some weekends and evenings required
Salary: £28,000-34,000 (London Living Wage)
Closing date: Thursday 10th December 5pm

The Facilities Manager is a crucial role in our happy and supportive team. You'll keep our much-loved community buildings running smoothly, from co-ordinating maintenance and suppliers to welcoming visitors, preparing meeting spaces and giving oversight to more significant building work.

Our buildings are centres of the community and places of welcome, comfort, creativity and hope. You'll help sustain and develop this, working with colleagues on improving both our buildings and our systems while maintaining and managing our sites to the highest standards.

The Parish has two Church premises: St Mary's and St Gabriel's. In 2023, St Mary's completed a significant renovation and restoration project, thanks to generous National Lottery Heritage Funding. Today, it stands as a beautiful, accessible, and vibrant place of worship. It is a creative centre focusing on live music, arts, and gardening. The building also houses a professionally-operated cafe and small soft play, meaning that hundreds of people visit the church throughout the week.

Nearby, the church hall known as St. Mary's Welcome Centre has provided a space for a variety of community and church activities and provides a vital revenue stream for the wider activities of the church.

Our vision is to engage with the wider community, offering new learning and participation opportunities. St Mary's also features flexible event spaces, available for hire, and a café.

Similarly, St Gabriel's is home to a vibrant worshipping community and Wood Street nursery. The community understands its building to be a vital component in realising its vision to be a beacon of light and hope in the neighbourhood.

The Facilities Manager will be instrumental in maintaining and managing these spaces, working alongside volunteers, contractors, staff and hirers to create a peaceful and restorative environment.

Responsibilities:

In light of the dynamic nature of Church life, this role requires flexibility and adaptability in order to meet the needs of event-driven use of buildings and spaces.

Building Management and Continuous Improvement

- Work with the Wardens, Clergy and PCC to oversee the management of buildings, providing oversight for key partnerships and relationships.
- Manage and oversee relationships with anchor partners, including cafe partners, and key tenants across all sites.
- Oversee emergency preparedness and evacuation procedures at all sites.
- Respond to break-ins and security incidents in a timely way; implement security improvements based on insurance provider feedback or other good practice.
- Provide risk management plans and other updates to our insurance provider where required.
- Manage key contracts with JustPark, CleanForGood, Suez Waste, Office Test and other providers.
- Work with Wardens, Clergy and PCC on significant building projects, providing a point of liaison between professional services and the PCC, ensuring smooth communication and excellent project management.

Maintenance and Cleaning

- Take responsibility for the practical day-to-day maintenance and cleaning of St Mary's Church, Welcome Centre and St Gabriel's Church, including car parks, offices, and community areas.
- Report to the Team Rector, managing key contracts with cleaning companies, compliance support, Health and Safety, Waste Management, Pest Control and others.
- Provide day-to-day oversight of additional cleaning staff and contractors to ensure the buildings are clean and well-maintained.
- Ensure that necessary materials and items for the functioning of the buildings are well-stocked.
- Oversee maintenance, supervising minor repairs, and engaging skilled tradespeople when needed, overseeing their work.
- Keep accurate and up-to-date records of servicing and maintenance, including maintaining the Church of England logbook system.
- Conduct regular checks as required.

Health and Safety

- Work with the Operations team and Parochial Church Council (PCC) to provide and maintain a safe working environment.
- Become familiar with Parish Health and Safety Practice and other relevant policies, such as COSHH, to ensure compliance and accurate reporting.
- Establish and maintain safe systems of work.
- Ensure the provision and use of safety equipment and clothing as required.
- Ensure proper maintenance and good condition of plant, equipment, and tools while ensuring operators receive appropriate training.
- Commit to necessary training for the safe conduct of the role.
- Maintain adequate access and egress.
- Ensure availability and proper maintenance of fire-fighting equipment.

- Observe food hygiene regulations and procedures.
- Keep the First Aid kit stocked and up to standard.

Security & Site Preparation

- Oversee the safe opening, supervision and security of each building to ensure the safety of the building, guests, and users.
- Adhere to safeguarding procedures and best practices.
- Occasionally prepare for Events and provide ‘Customer Care’.
- Collaborate with the Operations Team to provide an appropriate and timely welcome for all building users.
- Work with the staff team to prepare for events and to ensure good management of the space.

Administration

- Work with staff and volunteers to perform regular meter readings and health and safety checks and report to relevant Trustees.
- Maintain an up-to-date stock list of key materials and manage orders in line with the budget.
- Report to Wardens and Clergy in a timely manner on key matters of maintenance or compliance.

Wider Team Roles

- Actively participate as a member of the church's staff team.
- Collaborate with Volunteers, Trustees, and Wardens to establish effective communication channels regarding building maintenance and upkeep.
- Engage and consult with church staff, congregation, and other site users.
- Liaise with authorities, sub-contractors, tradespeople, and organisations as required.
- Fulfil any other appropriate duties as assigned by the line manager.

Person Specification:

Essential:

- Excellent interpersonal skills and ability to work effectively with individuals from diverse backgrounds and experiences.
- Experience in working collaboratively within a team.
- Strong organisational skills.
- Customer care experience.
- Experience of working with computers and software systems.
- Sympathy for the vision and values of the Parish and the wider Church of England.

Desirable:

- Familiarity with the Church of England, particularly in the care and preservation of historic buildings and Faculty rules and regulations.

- Experience of project management and/or project management qualification
- Knowledge of construction, maintenance or caretaking projects.
- GCSE-level proficiency in Maths and English.

Safeguarding & Lone Working

The Parish of Walthamstow is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We expect all staff and volunteers interacting with these groups to share this commitment. The position is subject to satisfactory DBS and reference checks.

Lone working is defined by the Health & Safety Executive (HSE) as people who work by themselves without close or direct supervision. This role will, at various times, require lone working and, therefore, adherence to the Parish Lone Working Policy.

For more information or to request an application pack, please contact the Team Rector Rev Vanessa Conant, via email: vanessa@stmaryswalthamstow.org