

Job description
Facilities Coordinator
St Peter's Church, Oundle
God's Love: Know it. Live it. Give it.

Position summary

The Facilities Coordinator at St Peter's Parish Church in Oundle is responsible for maintaining the parish buildings and grounds. The FC supervises and/or, where safe to do so, performs tasks related to electrical, plumbing, security, health and safety, environmental and event coordination. The position requires a team player attitude, excellent interpersonal and communication skills, attention to detail and project co-ordination. The FC has a clear understanding of acceptable practices in the role and is fully in sympathy with the mission and ministry of St Peter's Church. The FC has the ability to collaborate with and support the clergy team, administrator and a large band of 'willing volunteers'. The role is supervised by a line manager, the Vicar or another member of the clergy team appointed by the Vicar.

Job purpose

To ensure that all internal and external areas of the premises are clean, well-maintained, safe and secure and janitorial tasks are carried out with the appropriate resources and equipment in a safe and efficient manner.

To carry out semi-skilled/DIY building repairs and maintenance tasks using hand and power tools necessary to affect repair, decorate and install fixtures and fittings as required.

To support the use of our audio visual systems in services which take place during contracted hours.

Main accountabilities

- Develop and manage the facility work order system. Assign tasks to appropriate volunteers as appropriate.
- Plan and carry out semi-skilled DIY maintenance and building work using a wide range of tools and equipment so that the building is safe to use and in good working condition (subject to appropriate approvals).
- Monitor the condition of the building, heating system, alarms and other utility functions as required and plan with the administrator routine repairs and maintenance so that the building infrastructure remains sustainable. Carry out testing and risk assessments for all site staff and contractors and report on matters requiring attention. Keep appropriate records and provide a weekly status update on any pending projects.
- Organise and supervise the work carried out by the volunteer cleaning teams to ensure that the premises remain safe, clean and tidy at all times, ensuring internal and external areas are tidy and in good order or good repair using appropriate equipment materials and resources and waste is disposed of appropriately in accordance with recycling policies.
- Supervise and monitor the minor and medium sized work carried out on site by contractors (up to £30k) to ensure it complies with the contract and meets the required standard for health and safety.

- Receive authority from the Clergy team relating to role and expectations of the FC for projects over £30k (which may be practically similar to the role assumed for contracts under £30k)
- Ensure appropriate faculty applications are submitted and authorised before beginning any fabric of the building work.
- Ensure health and safety policies are followed to avoid and remove hazards and to keep exits and entrances clear for the safe use and passage of all users. Set out and move furniture and equipment as requested by the clergy team and staff for the range of events within the church.
- Coordinate the securing of the premises, locking and unlocking doors as necessary to open and close the premises for daily operation, including lettings.
- Monitor stock and maintain consumables and report or re-order stock as necessary to ensure an adequate supply.
- Oversee and provide event coordination. Ensure proper scheduling of set up and take down for meetings, events, worship, weddings, funerals and other occasions the church building is in use.
- Specifically act as audio visual leader for the services identified above.
- Attend weekly staff meetings and the Resources Action Group routinely.
- Serve as the primary contact for facility related emergencies which potentially may require anti-social hours work.

Knowledge, experience and training

- The job holder should have attained the basic level of secondary education, be literate and numerate and have a level of IT skill to enable good communication.
- They must have evidence of DIY maintenance skills and training in Health and Safety. Skills required include plumbing, painting and decorating, carpentry, paving and simple carpet fitting.
- The job holder may need to use power tools and other general DIY equipment
- They must be able to work unsupervised and be able to support the work of others and volunteers within the church

A newly appointed person would potentially take between 3 and 4 months to learn the job and become familiar with the environment/ appropriately trained.

Planning, organising and controlling

There are some tasks which should be undertaken on a daily basis, otherwise the work is determined by a work/ maintenance log of jobs needing to be done. The maintenance log will be updated and influenced by Clergy, Chair of RAG, Church wardens and Administrator; the post holder will organise their day according to this. Work is therefore varied and flexible.

The period covered by decisions is often the current day but routine maintenance tasks and decorating will be planned ahead so as not to interfere with church activities. While it isn't essential that the post holder is available for all major festivals in the church year, this is a time of intense activity, and providing facilities co-ordination at this time will be a key aspect of the role. Records of risk assessments and fire logs will need to be routinely updated.

Work is supervised by a line manager (the Vicar – or other member of the clergy team appointed by the Vicar). Supervision is informal to discuss work and any issues and more formal as required.

- The Facilities Coordinator will prioritise issues of Health and Safety to ensure that all church users remain safe.
- They will prioritise their work so that they, contractors and volunteers can work efficiently and with the minimum of disruption to normal activities.

The FC trains all volunteers in terms of health and safety practices and use of tools and equipment where necessary. The team of volunteers will refer any problems or issues to the FC.

Communicating/ influencing

Basic courtesy and the ability to build good relationships with all who come into contact with the FC are required. The FC must be welcoming and friendly; able to interact effectively with any external contractors on site to ensure work is carried out safely and effectively. The FC must also be able to sympathetically and sensitively relate to a wide range of visitors and regular worshippers in our church. The FC will often be the first person people meet on entering the building.

Freedom to act

The FC has discretion to carry out their daily schedule as they see as the most effective and efficient manner. They have authorisation to order stock and consumables. The FC will also have opportunities to agree a schedule of work for contractors and is responsible for agreeing a contract/ costings for smaller projects and getting the Vicar to authorise. The work is often energetic and can require moderate effort. Assistance from volunteers can be provided when required. The FC will be required to maintain the church and environs in all weather conditions including clearing away litter on all working days.

This is a developing post where the successful candidate should expect to have the role and tasks reviewed and adjusted as appropriate throughout the first year.