

## **St Peter's Church, Oundle**

"God's Love: Know it. Live it. Give it."

### **Person Specification for the job of Facilities Coordinator**

This document sets out the skills, abilities and other attributes that someone will need to carry out this job successfully.

#### **Qualifications/Knowledge**

- The job holder should have a basic level of secondary education, and be literate and numerate
- They must have a good understanding of health and safety requirements

#### **Skills**

- The job holder should be literate and numerate
- They should have the necessary IT skills to make effective use of common computer applications such as email, word-processing, spreadsheet and presentation applications
- They must have evidence of DIY maintenance skills including painting and decorating, simple plumbing, carpentry, paving and simple carpet fitting.
- They must be able to use power tools and other general DIY equipment <sup>[1]</sup><sub>[SEP]</sub>
- They must be able to apply good health and safety practice in their everyday duties
- They should be able to communicate well, both orally and in writing

#### **Training**

- Ideally they should have had training in
  - Health and Safety
  - Manual handling
  - Use of ladders

#### **Personal Qualities**

- The job holder should be flexible
- They should be willing to carry out a range of tasks including office work, maintenance and cleaning
- They should be able to cope with the physical requirements of the full range of tasks including manual handling and lifting
- They should be able to work unsupervised and be able to support the work of others and volunteers within the church
- They should be able to show initiative and manage their own time effectively <sup>[1]</sup><sub>[SEP]</sub>
- They should demonstrate basic courtesy and the ability to build good relationships with all with whom they come into contact. They must be welcoming and friendly, and able to interact effectively with any external contractors on site to ensure work is carried out safely and effectively. They must be welcoming and friendly, and be able to relate sympathetically and sensitively to a wide range of visitors and regular worshippers in our church. The Facilities Co-ordinator will often be the first person people meet on entering the building.

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

20 March 2018