

St. Mary's Church Upton (Overchurch)

Job Description

Background St. Mary's is a large and lively church on the Wirral. We are about 'making a difference wherever we are as we share 'Faith for Life' in Jesus.' We have recently opened a wonderful extension to our church building and are seeking to extend our activities within the community. In order to continue to meet needs and serve the parishioners in the locality, we are looking for an experienced person to work as part of our team of staff and volunteers, enabling the day-to-day activities of St. Mary's Parish Church, across the road at The Bank and our premises at The Centre in Saughall Massie Road. This is a unique opportunity to be part of a new vision for the future and to be part of an amazing team.

Post	Facilities Manager and Caretaker
Salary Scale	18K-20K (negotiable) plus 3 bed attached house
Base	St. Mary's Parish Church –(incorporating The Centre at Saughall Massie Road)
Reports to	Church Vicar (Rev. Nikki Eastwood)
Responsible to	Churchwardens

Purpose To be responsible for the efficient and effective operation of the administrative, property and communications aspects of St. Mary's Church and support of both paid staff and volunteers in these functions. Your primary responsibility will be the security and operation of all St. Mary's facilities-

which include the original church, new extension, attached church house, the Bank, the site at Saughall Massie Road and two houses, one of which is let and one which is at present occupied by our Curate. Your role will also include the daily implementation of the policies and procedures necessary for the smooth running of all activities taking place each day. You will report to the Vicar, Nikki Eastwood and the churchwardens when appropriate.

Key Duties

Facilities Management

- Undertake/ensure the cleaning of all premises and the maintenance of all grounds including the scheduling and management of contractors and volunteers. Oversee other cleaning staff (including rotas), making sure there is adequate cover at times of absence and ensure that areas are left clean and tidy each day and bins emptied regularly.
- Be the primary keyholder responsible for all matters relating to security. Ensure the buildings are locked and unlocked at appropriate times and set and disarm alarm systems. As primary keyholder, be prepared to attend out of normal working hours as and when required.
- Be the point of contact and available as needed, to meet with and open and close premises for those needing access in matters relating to maintenance, repairs and contracts. Oversee all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work. Keep electronic/paper records of all site work.
- Work in partnership with churchwardens, office administrator and the Fabric and Property Committee to:
 - prepare an agreed maintenance programme which ensures timely repairs and improvements are identified and carried out at each of the church premises and associated land, including the surrounding churchyard, gardens and the Salacre Lane Cemetery
 - obtain quotations for minor works
 - assist as required with the preparation and commissioning of maintenance contracts.
 - assist in preparing maintenance and development budgets

- ensure all routine maintenance and checks are identified, scheduled and carried out in accordance with recommendations and regulations
- prepare and maintain user instructions, health and safety manuals and other necessary documentation for the efficient management of the facilities.
- co-ordinate and oversee set up of requirements for all Sunday services and weekday activities
- carry out minor maintenance duties around the buildings.
- ensure efficient energy and waste management within the facilities, such as heating times and levels, the latter being of major importance

Facilities Programming

- Be a point of contact for St. Mary's group leaders and outside agencies using our premises.
- Support the Christian ethos of St. Mary's when interacting with groups and individuals.
- Ensure the effective and efficient setting up of rooms and equipment.

Facilities Management

- Play a role in line management of cleaning staff and contractors. Support the co-ordination of volunteers.
- Undertake training appropriate to role and responsibilities.
- Put in place appropriate training for staff and volunteers in the safe and efficient use of systems and equipment and ensure that best practices are being followed.
- Manage budgets for the purchasing of materials that relate to the post, under the governance of the treasurers.
- Work in co-operation with the Fabric and Property Committee.
- Ensure that all matters relating to insurance are being adhered to and regularly review to comply with insurance demands.
- Under the direction of the Fire Safety Officer, ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary.

- Ensure that Risk Assessments are undertaken, documented and any necessary action taken and electronic records held.
- Carry out health and safety checks as required and have an up to date knowledge of health and safety procedures.
- Ensure all activities and programmes carried out by church organisations and other groups are in accordance with church policies, procedures and other regulations.

General Responsibilities

- Be flexible around hours worked ensuring he/she is available around special programmes, Sunday services and the major Christian festivals.
 - Due to the responsibility relating to the security of the premises in particular, it is important for the post holder to live on the premises in the attached house to be able to fulfil the needs of St. Mary's.
 - The post holder will be expected to attend appropriate staff and management meetings.
 - Any applicant should be able to prioritise and work to key deadlines and be able to manage, motivate and co-ordinate volunteers.
-
- Due to the responsibilities peculiar to church premises and the groups and communities which use them, it is an essential requirement that the applicant be in sympathy with the Christian aims and objectives of St. Mary's.