



# Facilities Manager (part-time)

## Application Pack

### About St Paul's

St Paul's is a large and vibrant Church of England (Anglican) parish in the heart of Winchmore Hill in North London. It has one of the largest Church of England congregations in the area.

Our buildings are a crucial part of our mission and ministry, and are used by a variety of groups and organisations. They generate an important income stream, which feeds the wider work of the parish.

The site comprises

- St Paul's Church, a Grade 2 listed building dating from 1828, which is used for Sunday and weekday worship. It's normally open during the day on weekdays for private prayer and reflection, and is hired mainly for music rehearsals and performances.
- A church hall complex built in the 1960s, which includes a large hall, two smaller halls, and the parish office. A nursery school hire two of the halls during the day on weekdays, and a large number of other groups use spaces during the week and at weekends. Church groups use the hall for a variety of purposes, including children's activities and refreshments on Sundays. The hall is also a popular location for one-off parties and events, especially at weekends.
- A three-bedroom house, St Paul's Lodge, also built in the 1960s, and normally used for housing assistant clergy.
- A car park.

Winchmore Hill is a leafy suburb in the London Borough of Enfield, with an idyllic village green, and lots of great cafes, pubs, restaurants and green spaces. It is a buzzing community with easy access by train to central London in just 25 minutes.

## About the role

This is a newly formed part-time role as we restructure our Parish Office staffing. The roles of Facilities Manager, and Office Manager and Vicar's PA, replace the roles of Parish Administrator and Administrative Assistant. The current Parish Administrator will become the new Office Manager and Vicar's PA.

You will be responsible for ensuring the smooth running of our buildings and grounds, including managing the church and hall diaries, overseeing bookings, liaising with church and hall users, managing supplies and services, and organising routine maintenance. There are also a number of volunteers who assist in the Parish Office.

Both the Facilities Manager and the Office Manager and Vicar's PA are for a 12 month period. At the end of this period we anticipate that the Office Manager and Vicar's PA will retire, and we will consider whether or not to continue this model going forward.

## JOB SPECIFICATION

<b>Title</b>	Facilities Manager
<b>Employed by</b>	The Parochial Church Council (PCC) of St Paul's, Winchmore Hill
<b>Responsible to</b>	The Vicar and PCC
<b>Line managed by</b>	The Vicar, Fr Daniel Sandham
<b>Responsible for</b>	n/a

## Responsibilities

1. Set up and maintain an electronic church and hall diary
2. Manage all church and hall bookings, including hiring agreements, and arranging or providing access for bookings and viewings
3. Invoice users, monitor receipts and chase up late payments
4. Advise the PCC re rent reviews and implementation
5. Oversee maintenance and refuse contracts, and organise annual services and mandatory inspections (e.g. gas safety inspection), and arrange or provide access
6. Oversee cleaning contract, monitor cleaning services, and arrange deep-cleans as necessary
7. Monitor cleaning and sanitary stocks
8. Organise minor repairs and maintenance; filing and record keeping for building maintenance mandatory checks
9. Maintain key-holder list and manage keys
10. Liaise with the Vicar, Churchwardens, Church & Premises Committee and others.
11. Have due regard for safeguarding and health and safety policies and procedures
12. Manage data according to GDPR

# PERSON SPECIFICATION

## Essential

*We expect the successful candidate to have the following qualities. To be shortlisted for this job you'll need to demonstrate these in your application.*

1. Excellent administrative skills.
2. Excellent IT skills, including Microsoft Word, Excel, and the ability to set up and use a system for bookings and diary.
3. Experience of time tabling and running efficient systems.
4. Excellent interpersonal skills, including written and verbal communication.
5. Able to work effectively alone and in a team.
6. Willingness to work flexible hours and occasionally attend at short notice.
7. Understanding of the Church of England, and the role of the parish church.

## Desirable

*The following qualities are not essential, so do not be put off applying because of them. But, if you do fulfil any of them, we'd love to hear about it when you apply.*

1. Experience of working in a church setting.
2. Experience of property maintenance administration.
3. Experience of working in venue hire or similar field.

## Key terms

<b>Pay</b>	£6,318 pa (£24,570 pro rata )
<b>Hours</b>	9 hours per week, to include some core hours in the Parish Office, and other flexible working.
<b>Place of work</b>	Desk space is provided in the Parish Office in the Church Hall. Some home working is possible.
<b>Benefits</b>	A pension scheme is available where appropriate
<b>DBS</b>	This appointment is subject to a standard DBS check
<b>Contract</b>	Fixed-term 1 year contract. 3 month probation period.

# HOW TO APPLY

## Next steps

To apply, please send

- a letter of application to introduce yourself and tell us why you are suitable for this role, and an indication of your preferred starting date if successful
- an up-to-date CV
- details of two referees, including postal and email addresses

to Fr Daniel Sandham at [vicar@spwh.org](mailto:vicar@spwh.org)

**Deadline:** Tuesday 24 January 2023, 9am

**Interviews:** w/b 30 January 2023

**Start date:** As soon as possible

For an informal conversation about this role, contact Fr Daniel Sandham at [vicar@spwh.org](mailto:vicar@spwh.org) or on 020 8886 3545.

## Further information

Our website: [www.spwh.org](http://www.spwh.org)

We're on Twitter (@spwh), Facebook (@spwh1828) and Instagram (@spwh1828)