



PERMANENT VACANCY

POSTING DATE: 23 December 2022
CLOSING DATE: 15 January 2023
START DATE: 15 February 2023

JOB TITLE: **Premises Manager**

STATUS: Permanent Full Time
HOURS OF WORK: 40 hours per week, Sundays and evenings required
LOCATION: Westminster Chapel, Buckingham Gate, SW1E 6BS

ROLE SUMMARY

The Premises Manager (PM) supports the work of the church, including services, meetings, events, and conferences for both internal and external clients, through leading the management, maintenance, and development of church-owned premises (including owned properties).

LINES OF AUTHORITY

Under the Lord, the PM will work under the leadership of Westminster Chapel (Elders and Trustees) and under the line management of the Executive Pastor. The PM will be responsible for hiring and managing occasional cleaners and caretakers and managing external contractors.

QUALIFICATIONS

- Fulfills the character qualifications of a Deacon as taught in the Scriptures
- Demonstrated commitment to a local body of believers
- Good grasp and hearty endorsement of the vision, mission, style-points and biblical and theological orientation of the leadership of Westminster Chapel
- Proven track-record in leading teams
- Experience in building maintenance and management

SKILLS AND ABILITIES

- Good leadership skills and a team builder
- Servant-heart and willingness to work under authority
- Strong organisational and administrative skills
- Significant inter-personal skills, with ability to work with and maintain positive, loyal relationships with others
- Excellent communication skills: including written and spoken
- Proficiency in using computers and software, including Microsoft Office, GSuite
- An understanding of building systems, including but not limited to plumbing, heating, electrical, security and access control.
- An understanding of health and safety, safeguarding, risk assessments and related compliance requirements.

SPECIFIC DUTIES & RESPONSIBILITIES

Leadership

- Lead and build the Premises Team, including cleaners, caretakers, and occasional workers
- Lead a regular Premises Team catch up for prayer and updates
- Coordinate and train volunteer support from the church as appropriate (eg. security, washing up rota)
- Coordinate essential training for staff and volunteers to comply with best practices and regulations (eg. security, first aid, food hygiene, fire)

Premises Maintenance & Caretaking

- **Regular caretaking duties are required when alternate cover cannot be arranged**
- Plan and schedule routine preventative maintenance tasks for the church building and other properties
- Coordinate response for reactive maintenance issues
- Coordinate the security of premises including intruder alarm, access control, keyholding services
- Engage external contractors as appropriate to cover maintenance needs and to keep compliance up to date
- Coordinate and/or perform caretaking duties to set up and set down rooms for internal and external clients
- Maintain and order inventory levels for supplies and consumables

Events & Activities, Venue Hire

- Organise a Sunday duty rota to provide caretaking support for Sunday activities
- Support the activities of the church by ensuring facilities are clean, tidy, and ready for use through coordinating cleaning, room set ups and set downs
- Organise and schedule caretaking staff for events outside of regular hours
- Coordinate key life-events for Chapel members, such as weddings, baptism services, funeral, and memorial services.
- Coordinate security and risk assessments for church events and activities
- Develop the optimal use of the premises (balancing church activities and premises hire) and make recommendations for development to the trustees
- Liaise with internal and external event organisers to determine furniture, equipment, set up and set down needs

Administration & Project Management

- Review and assess service contracts for effectiveness and cost-efficiency
- Project manage scheduled and special premises-related projects, including refurbishment and upgrades of internal systems
- Maintain organised files and records (hardcopy) for contracts, licenses, and certificates for all premises-related activities
- Digitalize files and maintain duplicate records on the WC Fileshare
- Manage the calendars for both internal and external events on the shared staff calendars

Meetings and Reporting

- Attend weekly staff prayer and team meetings
- Fortnightly catch up with the Executive Pastor
- Produce a monthly report of the premises outlining major developments including repairs, costs, and proposals for refurbishment and retrofitting.

OTHER INFORMATION

Due to the nature and context of your role, an occupational requirement applies to your position. Your continuing employment is dependent upon your ability to meet that requirement. Your employment may therefore be ended if your words or actions repudiate our faith or your beliefs no longer accord with ours, or if you can no longer adhere to the statement of faith of the Chapel. Your conduct should be consistent with our Christian beliefs and in accordance with the Chapel DNA statements (<https://westminsterchapel.org.uk/about/dna/>).

All employees have a duty under the relevant Health and Safety at Work Laws to ensure that their working environment is kept free of hazards that may prove injurious to themselves, their colleagues and all those engaged in Chapel's activities, as well as any visitors.

All employees have a duty to comply with the UK's Equal Opportunities Policy in their contacts with other staff, customers and visitors.

The Post Holder will maintain appropriate customer confidentiality information and will be expected to comply with all aspects of the Data Protection Act.

REMUNERATION

£32,000 to £38,000 per annum, commensurate with experience

SCHEDULE

Monday to Thursday, 8:00 – 5:00 PM, plus alternate Sundays, plus 8 hours to be scheduled.
Working hours may be flexible subject to operational requirements.
Evenings and weekends required for Chapel events

HOW TO APPLY:

Please complete the form found here: <https://forms.gle/gBJNpsmr7PDzUvym7>

We thank all applicants and advise that only those selected for an interview will be contacted.