



The Parish of St. Alkmund's in Derby is seeking to appoint an experienced and suitably qualified person to the position of **Facilities Manager**. This is an exciting opportunity to join our staff team and be the focal point for care of our building, ensuring it is safe, comfortable and available for the many activities that take place in a typical week. St. Alkmund's is a lively, charismatic evangelical church in the Diocese of Derby. The appointment is for an initial period of 3 years. Hours are part time constituting 22 hours per week. Salary is £27,000-30,000 per annum pro rata.

Closing date for applications is Midnight on March 21st 2024

An application pack and form are available by emailing mina@stalkmunds.org.uk

For further information or an informal chat, please contact Jon Seddon (Churchwarden) on 07967 828914.

Overall purpose of post:

To care for our building, ensuring it is safe, comfortable and available for the many activities that take place in a typical week. Reporting to the churchwarden (a volunteer trustee who has overall responsibility to the trustee body for the building) as delegated deputy of the vicar in this area.

Key areas of responsibility:

Regular inspections and maintenance:

- Ensure statutory and other regular equipment / system maintenance , inspections and checks are completed on time and in line with requirements
- Agree and manage close-out plan for non-conformances with Churchwarden

Repairs:

- Ensure minor repairs are completed in a timely and cost-effective manner
- Agree with the Churchwarden the approach and timescales for more significant repairs. Oversee design, planning, procurement and delivery of these repairs to time and budget using internal or contractor resource

Projects:

- Develop minor improvement project proposals with and as guided by the Churchwarden
- Once approved, ensure minor projects are completed in a timely and cost-effective manner
- Agree with the Churchwarden the approach and timescales for more significant projects. Oversee design, planning, procurement and delivery of these projects to time and budget using internal or contractor resource

Approval and reporting:

- Support the Churchwarden to ensure internal and external repair / project approval processes are completed efficiently and in a timely manner
- Prepare and present regular bi-monthly status report and ad hoc project / repair proposals to the PCC (trustee body) with the Churchwarden

General management:

- Act as line manager for our (part time) caretaker
- Regularly review our compliance with regulatory requirements; Develop and proactively manage corrective actions where necessary
- Develop links with key suppliers and external stakeholders
- Manage relevant supplier relationships; Review performance of our suppliers
- Ensure contractors are managed safely on site
- Manage supply of consumables
- Propose, negotiate and manage the facilities budget on behalf of the Churchwarden
- Support Churchwarden in developing and managing health and safety policy and procedures (desirable)
- Support Churchwarden in developing and managing food hygiene policy, procedures, accreditation and training (desirable)

We would expect you to develop the role according to your gifts and as new opportunities arise.

Generic Responsibilities

- Ensure that all parish policies including safeguarding and health and safety are followed
- Meet regularly with appropriate colleagues and attend weekly staff meetings
- Keep accurate records and monitoring of work undertaken, including regular reports to PCC and when required for grant funders.

Personal Qualities

- Hands-on manager
- Self-motivated and able to think creatively, generate ideas and act on own initiative
- Competency with ICT
- Knowledge of key legislations affecting facilities management in a large building used by the public
- Confidence to work independently
- Ability to lead and inspire others
- Clear and confident communicator
- Friendly and approachable and an ability to appropriately build relationships
- Excellent organisational skills and attention to detail
- Willing to work flexible hours on occasion if required
- Ability to plan, work efficiently and accurately under pressure and prioritise tasks
- Commitment to continuing professional development
- Sympathetic to the vision and aims of St Alkmund's church

Qualifications

- Recognised Facilities Management qualification (desirable)

Experience

- Minimum of two years' experience maintaining or managing the maintenance, repair and improvement of a public building
- Experience of working effectively as part of a team
- Experience of developing new initiatives.
- Experience in leading and developing teams
- Experience of producing reports, and to presenting at management / stakeholder meetings
- Experience of managing health and safety policy and procedures (desirable)
- Experience of managing food hygiene policy, procedures, accreditation and training (desirable)
- Experience of building teams of volunteers (desirable)

Circumstances

- Right to reside and work in the UK indefinitely. St Alkmund's will not sponsor applicants who cannot meet these criteria
- DBS clearance (A DBS check will be carried out after the appointment is made)
- Full driving licence and access to a car (desirable)

TERMS AND CONDITIONS

- Hours – Pattern of working hours to be agreed with Line Manager totalling 22 hours per week.
- Willing to work occasionally outside these hours to facilitate timely project or repair delivery and/or to support emergency response to failures in the building
- Line Manager will be jointly Revd Mina Munns and Churchwarden (as delegated deputy).
- Annual Leave – 25 days per annum (including public holidays) pro-rata at agreed dates with your Line Manager, plus a week over Christmas as detailed in the staff handbook,
- Probationary period – 6 months
- Sick Pay – statutory sick pay rules apply
- Notice Period – 1 month
- Contract – An initial 3-year Contract will be provided.
- Pension – you will be auto enrolled into a workplace pension
- Pay £27-30,000 per annum pro rata
- Expenses – All reasonable expenses will be covered