

Part Time Site Manager Job Description



We're looking to hire a part-time site manager to oversee and co-ordinate, the use, security and maintenance of its main church and hall complexes also to take on the verger role at our services.

These roles will involve considerable flexibility and responsibility. It will be suitable for someone with previous property management and maintenance experience. The candidate will need to have practical hands-on skills for looking after the church and its fabric. Leadership and organisational skills will also be needed. They will need to be computer literate, with the ability to use email, excel spreadsheets and word.

The ability to relate well to people and welcome them is a key skill. There is a genuine occupational requirement for the post holder to be a practising Christian who can affirm our statement of faith and who is already a member or will become a member of the All Saints Church family.

The role will require a criminal conviction check and may subject to changes in legislation, advice or policies require an enhanced criminal record check.

The role is a leadership role and will involve managing and recruiting volunteers and contractors. This job is shared with another site manager. You will be required to work 3 days during the week and alternative weekends. Although you will have your own tasks, you will work very closely with the other site manager.

The Site Manager roles fall into three main areas (You will take a lead in the maintenance of the church)

1. Verger

- Laying out for communion services and clearing up afterwards
- Ensuring access to communion sets for those undertaking home visits
- Providing appropriate and timely access to the church buildings for services. Ensuring all lights are switched off and the buildings are secured after the services.
- Being in attendance to assist the clergy for Sunday services, special services (Christmas, Easter, etc), Wednesday worship, Evensong, Weddings, Funerals, Baptisms, Thanksgivings, etc.
- Preparing the church beforehand and clearing up afterwards.
- Dealing with interment of ashes
- Keeping the registers (attendance of adults and children), writing up wedding banns, wedding, funeral and baptism certificates, submitting quarterly returns to the Registrar and Diocese and other related duties. (This includes liaison with the funeral directors regarding the payment of appropriate fees.)
- Ensuring chairs are set out for the services, in line with both the needs of the service and the appropriate fire regulations.
- Ensuring provision of notice boards, tables, etc as required by the Office for displays or handouts at services.
- Ensuring the halls are set up for service-related activities and cleared up afterwards,
- e.g. junior church, bring and share lunches, APCM, wedding receptions.
- Manage the supply of communion elements, ordering more supplies when needed, and ensuring these meet the standards set by the Vicar.

- Arrange for volunteers to cover all elements of the role during any absences.
- Weddings and Funerals are planned to be covered by our retired Property Supervisor for the next three years. The new Site Managers will need to learn the skills required for such occasions to cover the times he/she is not available.

2.Bookings

- Lock and unlock the church so it is accessible when required and secure at other times.
- Provide support for staff and building users by setting-up furniture, equipment, books and facilities for events and bookings to be held in the church buildings.
- Ensure everything is cleared away after events and the buildings left clean and tidy.
- Monitor the various storage facilities within the church buildings to ensure they are being used appropriately and kept tidy.
- Ensure items are not stored in corridors, meeting rooms or worship areas.
- Ensure all lights and equipment are switched off and doors and windows secured when the premises are empty.
- Recruit and manage volunteers to assist with setting up for events.
- Arrange for volunteers to cover all elements of the role during any absences.
- Displaying posters and notices on the external notice boards, including those around the town, and remove them when out of date.

3. Maintenance

- Be an active member of Fabric Committee working closely with the Wardens and the Director of Operations. Ensuring that agreed actions are implemented.
- Regular checks on all aspects of the building and keeping records. (E.g. Testing of fire alarms, door closers, state of carpets etc)
- Ensure all building plant and machinery, security and safety systems are maintained in order and in compliance with relevant regulations. Including obtaining quotes for maintenance and repair and upgrade as necessary.
- Monitor kitchen equipment, tables, chairs, lights, etc, to ensure they remain in good working order, arranging for fixes or replacement, as necessary.

Line Manager: Rachael Bishop – Director of Operations

Hours of work: An average of 40 hours over two weeks. (3 weekdays plus alternative weekends).

Salary: £14,200.

Pension: Contributory pension scheme from completion of probationary period.

Holiday: Equivalent to 5.6 weeks per year, including bank holidays with the expectation to cover where needed.

How to apply

Please submit your CV along with a cover letter outlining your interest in the role by 3:00 PM on Friday, 15th August. Interviews will be held on Friday 29th August.

For more information or an informal chat then please do get in touch with Rachael, as follows:

Rachael Bishop

rachael@allsaintscrowborough.org

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