



PERMANENT VACANCY

POSTING DATE: 20 July 2020
CLOSING DATE: 17 August 2020
START DATE: September 2020, flexible

JOB TITLE: Premises Manager

STATUS: Permanent Full Time
HOURS OF WORK: 40 hours per week, **Sundays 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 and maintenance of church-owned premises (including owned properties).

Chapel anticipates significant building works in 2021. The PM will be a key liaison for the project team, builders, and contractors.

Following building works, the PM will play a significant role in developing the use and hire of the premises.

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

- Fulfils 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, Premises 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 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
- Be the first point of contact for premises hire enquiries; maintain the bookings@ inbox
- Liaise with internal and external event organisers to determine furniture, equipment, set up and set down needs
- Build quotes and invoices for premises hire through QuickBooks

Administration

- Review and assess service contracts for effectiveness and cost-efficiency
- 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 bimonthly report of the premises outlining major developments including repairs, costs, and proposals for refurbishment and retrofitting.



REMUNERATION

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

SCHEDULE

Monday to Thursday, 8:00 – 5:00 PM, alternate Sundays, plus 8 hours to be scheduled
Evenings and weekends flexi-time as required

HOW TO APPLY:

Please fill in our Job Application form at <http://westminsterchapel.org.uk/job-application>.
(If you require this as a word document, please email jobs@westminsterchapel.org.uk and we'll be happy to send one over)

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

Westminster Chapel invites applications from all qualified individuals. Chapel is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities and persons with disabilities.

Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.

