



## JOB DESCRIPTION

<b>JOB TITLE</b>	Facilities Manager
<b>LOCATION</b>	Soul Survivor Watford
<b>REPORTS TO</b>	Head of Operations
<b>SALARY</b>	In the region of £30k pro rota
<b>CONTRACT TYPE</b>	Part Time (0.6FTE), Permanant

### CONTEXT

Soul Survivor Watford is a large, vibrant church in North Watford. Our vision is to love God, love people and love the world. We are passionate about seeing the people of Watford and the surrounding areas transformed by the love of Jesus. Our core values are intimate worship, relevant evangelism and committed community.

### ROLE PURPOSE

We are looking for someone passionate about caring for buildings and facilities to help us create spaces to facilitate the church's mission. This post holder will oversee and facilitate the safe and effective use of our Warehouses and providing regular maintenance and care for our buildings, alongside external contractors. The Facilities Manager will practically support the church's ministry team in the implementation of church activities to help Soul Survivor Watford to flourish and fulfil its vision. Working as part of the Operational department this post holder will support the smooth running of weekly activities taking place across the site, whilst ensuring that our buildings are safe and well maintained.



## TASKS

### WEEKLY OPERATIONS

- In consultation with the Head of Operations, establish and maintain agreed levels of service – for facilities, hospitality, security etc., appropriate for the different users of the Soul Survivor Watford Facilities.
- Attend operations team meetings to implement all necessary requirements to facilitate the smooth and effective use of the warehouses for church activities and external events.
- Maintain the fabric and upkeep of the buildings and grounds to ensure that they meet or supersede the statutory requirements.
- Conduct regular evacuation drills, regular equipment tests, weekly inspections of facilities and other regular safety checks and maintain accurate records as required.
- Liaise with members of staff, volunteers, external hires and congregation regarding events, meetings and conferences.
- Work with line managers to ensure all staff and volunteers have appropriate training in the safe and proper use of the building and facilities.
- Support and enable users of the kitchens & equipment to follow appropriate policies & procedures.
- To keep electronic filing systems and set up new systems as required.
- Assist with the security of the buildings regarding keys and alarm systems.
- Carry out minor repairs, as qualified, and organise ongoing maintenance of buildings.
- Maintain the stock control system for cleaning products and be aware of and update with current COSHH regulations to enable safe use and storage of such products.
- Manage the supply of basic refreshment items and supplies, in liaison with Finance manager, Church Co-Ordinator and Head of Operations.
- Be aware of and adhere to all aspects surrounding the Soul Survivor Data Protection and Child Protection Policy.



## **FACILITIES MANAGEMENT**

- Review and maintain Health & Safety policies & procedures, including fire equipment & alarms.
- Organise cleaning of buildings, gutters etc. and ensure surrounding areas are kept clean, clear and tidy. Coordinate waste removal with external agencies.
- Review and maintain Site Management Plan, as required.
- Conduct regular risk assessments of warehouses and offices, in liaison with Trustee responsible for Health and Safety, and make recommendations to Head of Operations.
- Liaise with Head of Operations over equipment needs and ensure that all relevant seating and equipment requirements are in place in good time for events/meetings, including the setting up and taking down of the Baptism Pool.
- Organise the maintenance and servicing of equipment as and when required.
- Help organise and facilitate the hire of equipment in liaison with Ministry Leaders and Events Team.
- Obtain quotations for necessary works and make recommendations to Head of Operations.
- Ensure all procedures for the opening and securing of church buildings are in place and all those who are key holders are trained in the procedure.

## **OTHER TASKS**

- As a member of the Soul Survivor Watford staff team, the Facilities Manager will be expected to play a full part in the weekly staff meetings and other team events in the wider mission and vision of the Church.
- Maintain good working relationships and liaison with all other Soul Survivor staff and volunteers.
- Maintain good working relationships with all other organisations and enquirers.

---

Soul Survivor Watford, 5 – 7 Greycaine Road, Watford, Herts, WD24 7GP  
tel:01923 204200 email:[careers@soulsurvivorwatford.co.uk](mailto:careers@soulsurvivorwatford.co.uk) web:soulsurvivorwatford.co.uk

Soul Survivor Watford is a Registered Charitable Incorporated Organisation, Charity No. 1184088 and Company No. CE017985.

---

Soul Survivor Watford is a Bishops Mission Order in the Diocese of St Albans and is part of The Church of England.



## PERSONAL SPECIFICATION

### ESSENTIAL

- Highly organised and able to juggle multiple priorities.
- Interpersonal skills, able to communicate effectively, orally and in writing with clergy, staff, volunteers, congregation, visitors, external agencies and suppliers.
- Able to use initiative and problem solve.
- Ability to stay calm under pressure, being willing to take the lead in unforeseen circumstances such as an emergency evacuation.
- Commitment to the vision of Soul Survivor Watford.
- Able to use Microsoft Office Suite and is computer literate.
- Proven ability to keep accurate records and manage schedules effectively.
- Basic knowledge of Health & Safety regulations and practices.
- Basic knowledge of building maintenance tasks or coordinating with external agencies.
- Previous experience of volunteering in a church environment.

### DESIRABLE

- Previous experience of working in a church environment.
- Previous experience of facilities management or a similar role, preferably in a community or non-profit setting.
- Possible previous trade experience.



## SPECIAL NOTES AND CONDITIONS

HOURS	This post is part time role 22.5 hours a week. Flexible working options are available. The postholder may also need to attend some weekend and evening meetings, for which TOIL will be provided.
HOLIDAYS	28 days annual leave (pro rata) including Bank Holidays.
OCCUPATIONAL REQUIREMENT	This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1 of the Equality Act 2010. This will be demonstrated by a commitment to supporting and demonstrating the Church of England's Statement of Faith <a href="https://www.churchofengland.org/our-faith/what-we-believe">https://www.churchofengland.org/our-faith/what-we-believe</a> . Due to the core responsibility of the role the candidate must become, if not already be an active part of Soul Survivor Watford's congregation.
DIVERSITY AND INCLUSION	Soul Survivor Watford is committed to creating and sustaining a diverse and inclusive workforce which represents our community and context.
SAFEGUARDING	The role requires applicants to demonstrate a commitment to safeguarding children and vulnerable adults of all cultural backgrounds and have a good awareness of relevant policies and procedures, statutory legislation and guidance. Candidates will be required to submit a self-disclosure check at interview and the role will be subject to an enhanced DBS check.