

St Paul's West Hackney

Part-Time Facilities Manager

15 Hours per week

St Paul's Church, West Hackney
is an Anglican Church in the Stoke Newington area of North London

St Paul's is home to a diverse worshipping community
and to a number of partnership projects
which work alongside those on the margins of our community

**We want to appoint a part-time Facilities Manager
to offer maintenance, administrative and management support
to St Paul's Church and Hall Facilities**

The role would suit someone with

- *a flexible and adaptable approach to their work*
- *a proven ability to communicate sensitively and effectively
with a highly diverse group of people*
 - *proven experience & expertise in the
management and practical maintenance of a busy public building*

*St Paul's Church is committed to safeguarding and promoting
the welfare of all those who are vulnerable.*

We expect all of our staff and volunteers to share this commitment.

*This post is subject to a Disclosure and Barring Service
disclosure and identity check*

*We are an equal opportunities employer and welcome applications
from all suitably qualified persons regardless of their race, sex, disability,
religion/belief, sexual orientation or age*

For further details, contact niall@spwh.org.uk

or download the

'Facilities Manger Information and Application Pack' from www.spwh.org.uk

**The closing date for applications is
6pm on Wednesday 27 March 2024**

ST PAUL'S CHURCH WEST HACKNEY JOB DESCRIPTION – FACILITIES MANAGER

1 YEAR FIXED-TERM CONTRACT

OVERVIEW OF THE ROLE

St Paul's Church, West Hackney, seeks to appoint a Facilities Manager to:-

- Manage, maintain and ensure the smooth running of the facilities at St Paul's Church and Hall.

BACKGROUND

Who we are

St Paul's is the Parish Church of West Hackney in the heart of Stoke Newington, within the Church of England Diocese of London.

Our Vision

St Paul's, West Hackney, is a Christian community with a vision for a church and neighbourhood in which all may have enriching and sustainable life and have it in abundance.

Our Values

In pursuit of this vision, we call ourselves and each other to be

- *Loving*
- *Inclusive*
- *Generous*
- *Creative*
- *Collaborative*
- *Courageous*

Our Life

At the heart of our life lie

- our Sunday Morning Parish Communion Service
- our daily times of quiet, contemplative prayer
- our partnerships with over 30 organisations, with whom we work to welcome and walk alongside those on the margins of our community.

We want our church to be a safe and welcoming space for people of all faiths and none and so we welcome all comers, irrespective of gender, marital status, race, religion or belief, sexual orientation or disability.

We now seek to employ a Facilities Manager to be a part of our core community, who will assist and support the vision and ministry of St Paul's Church in the ways outlined below.

AREAS OF RESPONSIBILITY

General responsibilities

- Oversee the maintenance and orderly management of our Church and Church Hall.
- Be a welcoming presence to those using the church and its facilities, many of whom are children and vulnerable adults.
- Be a point of contact for regular hall users.

Facilities management

- Establish and carry out a programme of regular maintenance of church property, carrying out and organising repairs where necessary.
- Establish and monitor a programme of statutory inspection and maintenance of facilities, such as gas, electricity, lifts, fire alarms, fire extinguishers, emergency lighting, kitchen equipment, lightning conductors and pest control.
- Receive and manage requests to use the hall, maintaining relevant records, monitoring usage and sending out requests for payment on a regular basis
- Oversee the site cleaner.
- Monitor the church's Health and Safety policy, ensuring standards are maintained and any problems identified and resolved.
- Maintain a register of keys and key holders.
- Establish and maintain an inventory of equipment relating to the church and hall.
- Regularly review the condition of fixtures, fittings and equipment in the hall with a view to identifying and organising necessary repairs and replacements
- Ensure regular removal of refuse and recycling, liaising with the London Borough of Hackney in the event of any problems
- Oversee the smooth running of parking in the churchyard – maintaining records of paying parkers, issuing invoices, receiving and recording income from this activity
- Prepare rooms for meetings, finding and setting up equipment as appropriate.
- Understand and manage the newly-fitted carbon-neutral heating system.

Facilities Administration

- Undertake necessary filing and maintain and develop the Church filing system
- Maintain a diary detailing Church and Hall use.
- Maintain non-financial records on behalf of the Church including those relating to the fabric of the church, its insurance, equipment and utilities. These will include the Church Terrier and Inventory and the Church log book.
- Monitor levels of supplies - sacristy, stationary, cleaning and other materials and order replacements as necessary.
- Receive and record invoices payable by the church, check for accuracy and initiate payment and forward these to the church treasurer for final payment.
- Receive and record income payable to the church and in the case of cash payments, store in the church safe.
- Forward records of income and expenditure to external book-keeping service.

PERSON SPECIFICATION

- While the successful candidate will be required to work happily and sympathetically within the parameters and philosophy of a busy inner-city London Church, the post is open to candidates of any faith and none, and the employer stresses that this is an Equal Opportunities post.

| | ESSENTIAL | DESIRABLE | HOW ASSESSED |
|-------------------|--|---|------------------------------|
| EXPERIENCE | At least 2 years' experience of managing and maintaining a public building. | | Application |
| | At least 2 years' or similar experience of working in a team. | | Application |
| | Proven experience of having carried out basic electrical, plumbing and general DIY work to a high level. | | Application |
| | | Familiarity with the Apple operating system | Application form & interview |
| SKILLS | | Plumbing Qualification – preferably City and Guilds level | Application form & interview |
| | | Domestic Electrical Installation Qualification – preferably City and Guilds level | Application form & interview |
| | | Qualified to carry out Pat testing | Application form & interview |
| | Excellent organizational skills | | Application form & interview |
| | An ability to prioritize a busy and diverse workload. | | Application form & interview |
| | Proven ability to organize self | | Application form & interview |
| | An effective team member who can also work without supervision and take initiative. | | Application form & interview |
| | Willingness to learn the structure and language of church life. | | Application form & interview |
| | Proven ability to deal with sensitive and confidential situations with discretion. | | Application form & interview |
| | Excellent IT skills and proficient in Microsoft Office. | | Application form & interview |

| | | | |
|--|--|---|------------------------------|
| | Strong numeracy skills | | Application form & interview |
| | Basic book-keeping skills | | Application form & interview |
| | Proven ability to carry out basic plumbing and electrical maintenance and repairs. | | Application form & interview |
| | Proven ability to identify and remedy issues of concern with the fabric of a building. | | Application form & interview |
| | Proven ability to understand and operate heating, lighting and sound systems. | | Application form & interview |
| | Proven ability to carry out basic DIY maintenance and repairs | | Application form & interview |
| | | Understanding of Data Protection & GDPR | Application form & interview |

| | ESSENTIAL | DESIRABLE | HOW ASSESSED |
|-------------------|---|------------------|------------------------|
| ATTRIBUTES | A calm, amiable and welcoming personality. | | Application/ interview |
| | Respectful of the Christian faith and sensitive to the ethos and purpose of 'Church'. | | Application/ interview |
| | Enjoy working in a team, whilst also able to work effectively alone. | | Application/ interview |
| | Eager and able to engage with a wide range of people from a variety of different cultures and backgrounds. | | Application/ interview |
| | A willingness to become familiar with, to respect and to help deliver St Paul's Church's aims and objectives. | | Application/ interview |
| | Physically fit and active. | | Application/ interview |
| | Someone who enjoys finding solutions to problems. | | Application/ interview |

TERMS AND CONDITIONS

Rate of pay.

- £23.50 per hour.

Place of work.

- *Primarily St Paul's Church, but with an option to carry out suitable tasks remotely to be discussed and agreed with the Rector.*

Hours of work.

- *15 hours per week.*

Holiday.

- *22 days annual holiday pro rata, in addition to public, Bank or statutory holidays. Any holiday must be agreed in advance with the Rector and applied for at least one month before it is required.*

Pension.

- *contributory pension scheme with an employer non-contributory element equating to 3% of salary*

Trial Period.

- *Employment will be on the basis of a trial period of up to six months. During this period, employment may be terminated at any time with one week's written notice or payment in lieu of notice.*

Notice.

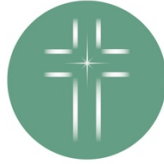
- *After the trial period, one month's written notice must be given by either party (or payment in lieu of notice, save in the case of gross misconduct where no notice or payment in lieu will be due).*

Appraisal.

- *An initial appraisal will be held after the initial six-month probation period. Supervision will be conducted monthly by the Church Wardens.*

Safeguarding and Disclosure and Barring.

- *The nature of this role may involve working with vulnerable adults or children. Therefore, the post is exempt from the provisions of Section 4 (2) of the above Act and all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. Applicants are NOT entitled to withhold information about convictions which are considered SPENT under the provision of the Act.*



St Paul's West Hackney

FACILITIES MANAGER

Please complete this form in full supplemented by additional sheets if necessary.

CV's WILL NOT BE ACCEPTED.

All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of the Data Protection Act 1998.

| | |
|---|--|
| Position applied for: Facilities Manager – St Paul's Church | Location: St Paul's Church, West Hackney |
| Where did you see this job advertised? | |

Personal details

| | | |
|--|------------|--|
| Surname: | Title: | First names: (for official purposes) |
| Current Address: | | Any Previous Surname |
| County | Post Code: | Preferred Name: (name you wish to be known as) |
| Date moved into this address: DD/MM/YY | | Home telephone number, if different to mobile: |
| E-mail address: | | Mobile telephone number: |
| Do you require permission to work in the UK? If yes, please give details: | | * YES / NO * Delete as appropriate |

Employment (if applicable)

| | |
|---|--------------------------|
| Name of current/last employers: | |
| Start Date: | End Date, if applicable: |
| Title/description of your current job(s) and key responsibilities: | |
| Current /Final Salary: | |
| What period of notice are you required to give to your present employer, <i>if applicable</i> | |
| Reason for wishing to leave, <i>if applicable</i> : | |

Previous Employment

Please list your full employment history and explain any breaks in employment and how this time was spent. (Add rows or continue on a separate sheet, if necessary)

| Start Date | End Date | Job Title and Key responsibilities | Name of Employer | Reason for Leaving |
|------------|----------|------------------------------------|------------------|--------------------|
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Education and Qualifications

| Date Gained | Subject | Qualification and Grade | Awarding Institution |
|-------------|---------|-------------------------|----------------------|
| | | | |

Training

| Date | Topic Covered | Training Provider |
|------|---------------|-------------------|
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Professional Membership/Registration, if any

| Issuing Body | Registration Number | Date Gained | Expiry Date |
|--------------|---------------------|-------------|-------------|
| | | | |

Additional Information

Please give below any further information that is relevant to your application, eg: your application is for a job share; periods of time when you would be unavailable for interview; any special requirements should you be invited for interview.

DECLARATIONS

Rehabilitation of Offenders Act 1974

The nature of the work for which you are applying may involve working with vulnerable adults or children. Therefore, the post is exempt from the provisions of Section 4 (2) of the above Act and all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. Applicants are NOT entitled to withhold information about convictions which are considered SPENT under the provision of the Act.

Having a criminal record will not necessarily prevent you from working with us; this will depend on the nature of the position and circumstances and background of your offence.

Have you at any time been convicted of an offence, spent or unspent?

*YES / NO *Delete as appropriate.

Have you ever received any cautions, reprimands, final warnings or convictions?

*YES / NO *Delete as appropriate

Professional Conduct

Have you been subject to any investigation into your professional conduct by any licensing, regulatory or professional body in the UK or any other country where the outcome was adverse?

*YES / NO *Delete as appropriate

Are you currently the subject of any investigation by any professional organisation in the UK or any other country, which might lead to your removal from any of their lists?

*YES / NO *Delete as appropriate

At the same time I agree to inform the parish immediately if any such investigation should be initiated. This includes issues, which may lead to such an investigation and/or have any bearing on my suitability to this post?

*YES / NO *Delete as appropriate

If you have answered YES to any of the above questions please give details on a separate sheet. Any information supplied will remain confidential and will be considered only in relation to your application for this post.

Please read and sign:

I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I understand that the PCC is not legally allowed to employ persons who are deemed “not fit” to work with vulnerable adults or children and that if any of the information I have given is found to be false or misleading, the PCC can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.

I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment.

Signed..... Date

PRINT NAME IN CAPITALS.....

General Data Protection Regulations – Consent for Job Applicants

In May 2018 the law changes about how companies record, store and use individuals’ personal data. Currently the Data Protection act cover how this is managed, but this new GDPR law means we have to change some of our working practices.

As a church, we need to collect and hold data about you to enable us to process your job application. The GDPR laws places a further (and new) obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

Your consent is requested

We would like your consent to hold personal and special data about you in order that we can process your employment application.

The data we wish to obtain and hold (a range of examples provided, but not limited to)

| | Type of data | Why we wish to hold it | How long it will be kept for |
|---|--|--|---|
| 1 | Recruitment data Previous employers Types of job held at other companies Previous salaries Skills and qualifications obtained | This will allow us to make a decision on your suitability for employment/engagement It will help us to decide which dept. you may be most suitable in | Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months if a job offer is made and more comprehensive GDPR consent form will be issued |
| 2 | Ethnic monitoring data Data relating to your racial origin, religion, gender, sexual orientation, etc that are classed as protected characteristics under the Equality Act 2010 | We use this data to understand the ethnic make- up of our workforce and job applicants and it allows us to inform our recruitment process if we believe we do not have the correct diversity | This data will be kept for the duration of this round of applications and will be anonymised and stored for 4 years afterwards. |

Agreement to use my data

I hereby freely give The PCC of St Paul’s Church, West Hackney, consent to use and process my personal data relating to my job application (examples of which are listed above).

In giving my consent:

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.

I understand the Data Controller for our Company is Niall Weir and I can contact them directly if I have any questions or concerns. Their e-mail address is niall@spwh.org.uk

I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

PRINT NAME:

Signature:

Date:

ONCE COMPLETED, PLEASE RETURN THIS FORM BY EMAIL TO :-

Fr Niall Weir – niall@spwh.org.uk

THANK YOU FOR YOUR APPLICATION AND FOR COMPLETING THIS FORM