

Building Manager- Job Description

Summary:

To act as the Church Building Manager, ensuring the day-to-day management and maintenance of the building. To manage routine maintenance and management of plant and fixed equipment. The role will work closely with the Property Elder and church volunteers to ensure the management and maintenance of the building including oversight of and development of significant building / maintenance projects. This role has line management responsibility for the Church Cleaner(s).

Hours:

572 Hours a year (Equivalent to 11 Hours a week). A routine attendance on at least 1 day a week (subject to holidays) but hours to be used flexibly depending on project needs.

Organisation:

Managed by the Director of Outreach, working in collaboration with the Property Elder.
Manages the Church Cleaner(s)

Duties and Responsibilities:

- To lead the routine maintenance and management of the Church Buildings and property.
- To support the Director of Outreach to ensure that the building is ready for use including ensuring rooms are set up and available as needed.
- To monitor and ensure routine maintenance of all plant and equipment, including contract management for any cyclical maintenance contracts.
- To maintain appropriate records for the building including those required for Health and Safety, or any other regulation.
- Working with the Property Elder, and the Property Committee to ensure the maintenance of the Church and its property.
- Ensuring and maintaining a safe environment with appropriate security, access, fire prevention and safety systems.
- Updating as needed policy documentation and safety practices including fire evacuation.
- Working with volunteers to ensure that projects are delivered appropriately and safely.
- Oversight of the church audio visual and other related systems, in collaboration with relevant volunteer experts.
- Management and direction of the Church Cleaner(s).
- Undertake the procurement and selection of contractors for both routine and one-off projects, seeking to secure best value.
- Developing project proposals for consideration by relevant church committees.
- Provide reports and records for the Property Elder, Church Elders, or Church Meeting as needed.
- Seeking external funding / grants for projects and developing bid.
- Managing and operating within operational budgets.

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- Comply with all Church policies including Health and Safety and Safeguarding.
- Any other reasonable duties as may be given to the post holder from time to time by the Director of Outreach or the Property Elder.

Person Specification:

- Trustworthy as this role is a keyholder.
- Experience of working with Churches or historical buildings an advantage.
- Knowledge of relevant laws, regulations, and building codes.
- Excellent project management and negotiation skills.
- Good communication and customer service skills.
- Experience of working with volunteers and ability to lead volunteers.
- Strong critical thinking and problem-solving skills.
- Willingness to learn new skills, work as a team player and overall dependability and accessibility are very important.