# A close up of a logo  Description automatically generatedJOB DESCRIPTION – FACILITIES MANAGER

**November 2024**

**Responsible to:**  Operations Director

**Oversees:** Facilities Technician

**Workplace:** St Barnabas Church

**Contract:** Permanent part-time (60%)

**Salary:** £21K (FTE £35K)

We are delighted that you are interested in applying for this role here at St Barnabas. We are a large bible-based and Spirit-led church in North London. ***Our 2030 vision is for the people of North London to encounter Jesus, become like him, and change the world.*** We have a multicultural membership and a dynamic missional outlook. As a Diocese of London resource church, we plant churches, share resources and develop leaders.

This is a great opportunity for an experienced manager to play a significant part in helping us to achieve our vision. You would be working closely with the Operations Director, Operations Manager and Facilities Technician. If you love taking responsibility, planning, organising, and keeping work on track, read on. The Diocese of London website [here](https://www.london.anglican.org/church-and-parish-support/buildings-and-property/) is a good place to read about facilities management in the context of the Church of England2.

You would find yourself in a supportive environment, as part of a large team of staff and amazing committed volunteers, in a wonderful, diverse church family. If the job description below seems daunting, please we assured that we are prepared to train and support the right person to make a success of this new role. We are confident that St Barnabas is a great place to work, and we would invest in you to grow as you follow God’s call on your life.

We are prepared to train and support the right person to make a success of this new role. The right candidate who is reasonably numerate and technical, with experience and potential as a manager, could be trained in the specifics of facilities management and the monitoring of the service charge system.

**Objectives**

Responsible for the facilities management primarily of the St B's main church building at 913 High Road, North Finchley. You will coordinate people, systems and technology to help ensure that our High Road building is a safe, well maintained and accessible environment. Also coordinating our Fabric Committee (FabCom) in creating a plan for a new auditorium; hiring out unused space; starting to replenish our housing stock; and improving our welcome and aesthetics at the High Road.

**Main Duties and Responsibilities**

**Strategic**

* + Coordinate a small group producing a briefing document for architects on our requirements for a new auditorium at 913 High Road.
	+ Coordinate and facilitate the delivery of a 5-year planned decoration, refurbishment programme for 913 High Road being developed.
	+ Coordinate a small group to support diverse activities, improve accessibility, welcome and aesthetics (including signage) of 913 High Road.
	+ Coordinate Quinquennial building survey (structure, internal finishings/fittings, installations) with Chartered Surveyor.
	+ Oversee computerised maintenance management System [(CMMS)](https://www.clickmaint.com/blog/church-facility-management) being implemented for the High Road.
	+ Support and advise church plant leaders as they seek to do their own facilities management as necessary.

**Operational**

* + Line manage the Facilities Technician, setting work priorities and monitoring progress.
	+ Monitor security (access controls, fire and intruder alarms), health and safety (including fire safety), comfort (heat/light) for the High Road building.
	+ Monitor "clean & tidy" standards for the building for cleaners, staff, ministries and users.
	+ Monitor High Road facilities expenditure with approx. £200k budget.
	+ Monitor High Road maintenance and service contracts including renewals, compliance and service levels.
	+ Coordinate willing and able volunteers to complete basic DIY maintenance and repairs at the High Road.
	+ Monitor record keeping (Logbook) of maintenance works, checks, tests, and relevant certificates for 913 High Road to meet all statutory requirements. These include fixed and portable assets inventory and external PAT testing for the High Road.
	+ Coordinate and share in rota of out-of-hours/emergency callouts for the High Road along with JAI 24/7 hotline.
	+ Work with external H&S consultant (Terry Game of MBH&S) to advise on reducing potential risks to acceptable levels.
	+ Work along with the clergy member to ensure that clergy housing is maintained to an appropriate standard, including all compliance testing. Liaise with tenants, Facilities Technician, contractors and the Diocese of London as necessary.
	+ Work with Operations Manager to ensure space is maintained to acceptable standard for lettings.
	+ Any other tasks as agreed with the Operations Director.

**Service Charge**

The building (913-915 High Road) comprises 2/3 St Barnabas Church and 1/3 serviced offices owned by a separate company. Repairs, maintenance and utilities costs relating to the whole building are shared using a “service charge” account. This account is managed by our managing agent (JAI) who in turn employ a maintenance contractor (JPS) to complete an annual programme of planned preventive maintenance (PPM). Our Facilities Technician also completes some works chargeable to the service charge e.g. maintenance and repairs of the HVAC system.

* + Monitor work of JAI, JPS and Facilities Technician in providing chargeable planned and reactive repairs, maintenance and remedial works to a good standard under their terms.
	+ Work with JAI to ensure a safe and cost-effective supply of gas, electricity, and water to the High Road building (North and South wings) and Oakleigh sites.
	+ Review annual service charge budgets with JAI.
	+ Review property holders’ insurance renewals provided by the JAI broker and coordinate a periodic RICS Building Reinstatement Cost assessment.

See above concerning training for the right person.

***Notes:***

1. We are on a journey to remodel every level of our church’s leadership to reflect the diversity of our membership and so we welcome applicants from UKME/GMH backgrounds.
2. For the avoidance of doubt, the church’s main building at 913 High Road as a place of worship remains outside the Church of England’s “Faculty Jurisdiction”.
3. Currently the PCC has differing levels of responsibility for the main church building at 913 High Road, six residential premises, the Oakleigh church building and rental of the Faith House meeting space.
4. If you would like to discuss the role before applying, please contact Peter Troup (Operations Director) by email at petertroup@stbarnabas.co.uk or phone: 020 8343 5770.
5. This job description does not form part of the employee’s contract of employment but is provided for guidance. The precise duties and responsibilities of any role may be expected to change over time. Employees will be consulted over any proposed changes to this job description before implementation.

**PERSON SPECIFICATION – FACILITIES MANAGER**

Please consider the following list of characteristics carefully before filling in the Application Form.

|  |  |  |
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| ***Requirements*** | ***Desirable*** | ***Essential*** |
| Any offer of employment will be subject to the individual demonstrating the right to work in the UK, and completing satisfactory pre-employment checks, including two satisfactory employment references covering the last two years at least, and a satisfactory basic DBS check (and relevant training) or for non-UK residents, a satisfactory criminal record check or Certificate of Good Conduct.  |  | X |
| There is an Occupational Requirement under the Equality Act 2010 for the applicant to be a committed Christian.  |  | X |
| To adhere to the Church of England Evangelical Council Basis of Faith (<https://ceec.info/basis-of-faith/>). |  | X |
| To be (or become) a committed member of St Barnabas, regular in Sunday worship, and actively volunteering in the life of the church and its ministries. |  | X |
| To take an active part in weekly staff prayers, any team away days and staff retreats. |  | X |
| ***Skills and experience***  |
| Experience in managing facilities for a church or similar organisation | X |  |
| Highly organised manager with good project managements skills  |  | X |
| Sufficient awareness of facilities issues, disciplines and regulations to be able to relate to and work alongside architects, engineers, contractors and building users  | X |  |
| Ability to accurately record expenditure against a budget using Expense Plus or a similar accounting system  |  | X |
| Proficient with online office and systems, dashboards, and affinity with tech systems generally.  |  | X |
| ***Personal Qualities***  |
| Educated to A level or equivalent  |  | X |
| Qualified or qualified by experience in project management, facilities management, health and safety and/or risk management  | X |  |
| Able to communicate, negotiate, collaborate with and delegate to individuals and teams effectively.  |  | X |
| Good written and verbal communication skills. |  | X |
| Willingness to be available outside office hours when required, with TOIL provided. |  | X |
| Positive approach, takes responsibility, uses initiative, and needs minimal supervision.  |  | X |
| Ability to manage a demanding and varied workload. |  | X |
| Ability to read up on and understand technical manuals where required.  |  | X |
| Ability to confront and manage conflict in an appropriate manner.  |  | X |
| Highly confidential and trustworthy. |  | X |
| ***Other***  |
| Understanding of and sympathy with the mission and organisation of the C of E. |  | X |
| Basic DIY skills. | X |  |
| Experience of working within a church/not for profit environment.  | X |  |
| Experience of using a computerised task management system.  | X |  |