

JOB DESCRIPTION

This job description is non-contractual

The Role

- Role Title:** Operations & Facilities Support
- Role Overview:** To support the Operations Manager with the operational running and maintenance of the Grace Church building.
- Location:** Grace Church Nottingham, The Ministry
- Reports to:** Operations Manager
- Terms and Conditions:**
- 2 days a week (15 hours)
 - Contract length: 12-month fixed term
 - Salary: £23,400-£24,089 pro rata, depending on experience
 - Pension: 4% employer contribution
 - Annual leave: 25 days per year, pro rata
 - This post is subject to an Enhanced DBS disclosure

Core Responsibilities

- 1. Operations Support**
 - Support the Operations Manager with the administration involved with Health & Safety, Fire and Risk Assessments
 - Support with the maintenance, systems and processes involved with running the building
 - Support with the administration involved with Sunday Operations
- 2. Contracts**
 - Handle maintenance, insurance and utilities contracts
 - Arrange and liaise with contractors brought into the building for maintenance purposes
- 3. Building Maintenance**
 - Oversee building maintenance, fixing things as and when necessary
 - Oversee Maintenance Volunteers and manage their workload
 - Conduct regular safety checks and inspections to ensure compliance with safety standards and regulations.
 - Oversee the setup requirements for day-to-day ministries and other events

General Responsibilities

- Team responsibilities:**
- Attend weekly team meetings
 - Attend weekly Staff Prayer and team meetings, including being on the rota to lead Staff Prayer occasionally
 - Participate in and contribute to regular line management meetings, including Annual Reviews
 - Commit to personal development through training
 - Undertake any other duties that may be reasonably required by this post holder

- Personal responsibilities:**
- Lead people through being a good example in all areas
 - Manage your own workload in a timely and efficient manner

- Opportunities to Develop / Training:**
- First Aid
 - Food Safety Level 2 or 3
 - Electrical Fundamentals for Maintenance Operatives Course

PERSON SPECIFICATION

	Essential	Desirable	Evidenced by
Knowledge & Experience:	<p>Experience working with tradespeople</p> <p>Good number literacy</p>	<p>Previous experience in building & grounds maintenance</p> <p>Experience of providing basic IT support</p> <p>Trade experience</p>	Interview, CV
Technical Proficiency:	<p>Able to learn new systems</p> <p>Excellent IT skills including use of Microsoft Office suite of tools</p>		Interview
Communication Skills:	Strong written and spoken skills	Good and active listener	Interview
Personal Attributes / Character:	<p>Creative problem solver</p> <p>Reliable & punctual</p> <p>Proven experience of leading a team, including delegation</p> <p>Self-starter with proven ability to manage own priorities</p> <p>Proven ability to deliver to deadlines & service competing demands</p> <p>A good team player</p> <p>Willingness to learn and grow</p>	<p>Thrives within a flexible working pattern</p> <p>Experience of recruiting and overseeing volunteers</p>	Interview, CV / cover letter
Occupational Requirements	<p>There is an Occupational Requirement for the postholder to be a practicing Christian who agrees with the vision and values of Grace Church</p> <p>Driving licence & vehicle</p> <p>The post is subject to an Enhanced DBS disclosure</p>		Certificate