

Job Advert

Job Title: Property Facilities Manager

We are looking to appoint a permanent contract for the role of Property Facilities Manager at GodFirst Church.

GodFirst aims to be a church where people encounter God, become part of a family and are trained, equipped and sent to transform the world.

Central to this vision is the ownership and maintenance of our building as a "bridge into the community". We purchased the building as an old industrial unit in 2018 and have since developed it into a large conference style centre. Ownership of activities related to property facilities have been held hand in hand with wider church operations, but the time has now come to create distinct ownership and accountabilities.

Purpose of the Role

The Property Facilities Manager role has the purpose of providing ownership and management of all activities related to maintaining the facilities of the GodFirst building and property.

This role will consist of three areas:

- Owner – to own all elements related to looking after the building and property and hence responsible for contracts and getting things done.
- Manager – to manage the facilities of the building, co-ordinate volunteer helpers, manage suppliers (not to manage staff).
- Doer – to meet any practical needs (planned and urgent) such as fixing and maintaining structural aspects of the building.

The role will work alongside the wider operations team to ensure the property facilities are maintained to a high standard for all ministries and rentals to happen successfully. The role requires the ability to manage time and resources efficiently and without heavy supervision.

Salary and Hours of Work

- 16 hours per week
- £15,000 salary per year

Benefits

- Pension scheme with 5% contributed by GodFirst.
- Flexible working times to suit both sides.

Responsible to

- Operations Deacon.

Applications

To apply please fill out the application form which can be found – www.godfirst.church/vacancies and send to hello@godfirst.church.

GodFirst Church Vision

To be Transformed People who Transform the World

GodFirst Church is based in Christchurch, Dorset. GodFirst Church was planted around 40+ years ago, starting as a small group of courageous believers spurred on by the expectation that there was so much more to press for. They took a stand, risked everything but were convinced that God was with them and utterly convinced that where they were going would be worth being all in.

Through that growing band of pioneering men and women the Kingdom of God did advance resulting in salvations, church plants, justice, joy, healing freedom, hope and so much more flowing to the surrounding area and into the nations.

GodFirst Church is now a congregation of around 300 men, women, and children. Today we can stand on their shoulders with a thankful heart and once again we can hear the voice of God telling us that there is so much more. Moving forwards requires new thinking and new activity. There are no well-worn paths where we are going.

In April 2018 we purchased a 24,000 square foot building on Airfield Road Christchurch and embarked on a project to provide a launchpad for the next 30 years and beyond as we continue with the vision, and journey with God.

Responsibilities

Key Areas	Detail
Fundamental	<ul style="list-style-type: none"> • Fire & safety checks • Contractor onsite liaison • Resolution of security issues • Health and safety • Risk assessment and risk management • Electrical certifications • Physical storage • Access to building and keys • Stock levels • Post Sunday check-over
Infrastructure	<ul style="list-style-type: none"> • Annual roof cleaning • Window cleaning • External requirements (paths, hedges, car park, plants, trees).
Maintenance	<ul style="list-style-type: none"> • Care and repair of items such as: <ul style="list-style-type: none"> - Electrics - Plumbing - Doors and locks - Windows, decoration - Minor internal and external breakages
Servicing	<ul style="list-style-type: none"> • Regular room servicing for internal events (weekly and one-offs) • Room servicing for occasional and regular external hires • Moving tables and chairs • Seasonal decorations • Ad-hoc cleaning of toilets and kitchen areas

Personal Specifications

Personal Character	<ul style="list-style-type: none"> • Composure Under Pressure • Exceptional Interpersonal Skills • Meticulous Attention to Detail • Adaptability and Agility • Strategic and Analytical Mindset • Integrity and Accountability
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Organisational Skills	<ul style="list-style-type: none">• Willing to do "hands-on" work and give credit to the team.• Investigating why a system failed, not just fixing the symptom.
Communication Skills	<ul style="list-style-type: none">• Managing multiple tasks across maintenance, security, and cleaning.• Getting the best value from vendors and contractors.

Terms and Conditions

- The role, subject to employment contract, is a permanent role, with a 3-month review.
- The appointment is 16 hours per week spread across 5 days, but this is negotiable.
- The role is an on-site only position due to the nature of the responsibilities.
- The role holder will be entitled to 12 days paid holiday inclusive of statutory Bank Holidays.
- The role is subject to a 6-month probationary period with immediate termination and thereafter on two weeks' written notice by either party.
- Appointment is subject to proof of eligibility to work in the UK.
- Ideally the successful candidate would start as soon as possible, whilst respecting their existing employment commitments.