



Christ Church W4

## Christ Church W4 Job Application pack



### About Christ Church W4.

Christ Church W4 (CCW4) is a vibrantly diverse community of people with this Vision and Mission:

*Welcome Home: We exist to welcome each other home into God's radical, life-changing, saving love. To worship and enjoy God; being shaped, revived, challenged, and nurtured. To be sent out joining God in great creative*

We want to see local people confident that they are loved, accepted, and valued by the living God their Father – and for many that will take a life changing encounter with Christ. We live out our **Mission to be a prophetic movement of disciples making disciples, joining God in transforming Chiswick, London, and the World.** We do this as Bible based, Spirit-filled people who are loved by the Father and called by the Son. We try to be realistic, humble, heading for wholeness and we love a good party!

To find out more about our vision, mission, and the values we hold see [www.christchurchw4.com](http://www.christchurchw4.com)



Local people confident that they are loved, accepted and valued by the living God, the Father



Our people as a movement of disciples equipped to follow Jesus Monday-Sunday at home and in the workplace.



Jesus being worshipped in Spirit and in truth by people of all ages and backgrounds.



Our buildings blessing the whole community with space to meet God, make friends and live life better.



Children and young people living life in all its fullness and ministering to the whole church family.



God getting all the glory for all he enables us to become and do.



The world changed because we did small things well in partnership with all his children.

## Some more about us and some relevant history.

CCW4 is a charismatic, evangelical Church of England parish church based across three sites in West London.

Across these sites, all ages are represented and are encouraged to live life in all its fullness and minister to the church family and wider community.

On Sundays there are three services – 9.30am at Christ Church, 10.30am at St Alban's and 6.00pm at Christ Church. There is also a midweek communion service at Christ Church on Thursdays.

We are active throughout the week with hundreds of people engaging with our Sunday services and midweek provision of dedicated groups for children, youth, and seniors. Many also use our buildings for hired purposes.

In the past nine years we have grown from one church – Christ Church Turnham Green - to three sites, with the addition of The Mission Hall in 2012 and St Alban's Acton Green in 2014.

St Alban's was de-consecrated and scheduled to be sold and converted into flats but was saved by the local community who fought for it to be retained as a community facility. Since 2014, CCW4 has brought St Albans back to life with the installation of a new roof, heating, toilets, stage, new audio-visual system, restored flooring and a 24/7 Prayer Chapel.

Consequent to these changes, the administrative effort required to develop, maintain, and manage the buildings and all the activities that happen within them has grown significantly. Alongside numerous ministry teams at CCW4, we have several operations and administration ministry team members (both employed and voluntary). From one part time Parish Administrator, we've grown to a Ministry Operations Manager, Bookings Manager, Digital Communications Assistant, Site Supervisor, Fabric Lead and HR Lead. We're now recruiting an experienced Facilities Operations Manager to bring overall strategic management of CCW4's buildings, site, facilities (and relevant staff and volunteers) so the mission of the church can be delivered effectively in the buildings.



## Job Description

<b>Job Title:</b>	Facilities Operations Manager
<b>Reporting to:</b>	Fabric Lead
<b>Direct reports:</b>	Site Supervisor, Cleaners, Bookings & Business Development Manager.
<b>Hours:</b>	Full time 37.5 hours per week
<b>Salary:</b>	£30k - £32k pa
<b>Location:</b>	Christ Church Turnham Green. Town Hall Avenue, Chiswick, London W4 5DT.

### Role Purpose

Overall responsibility for security, maintenance, and good condition of all the church buildings, premises, and facilities, ensuring the fabric of CCW4 is kept to a high standard. Assisting with smooth running of the church premises, so that the mission of CCW4 can be delivered effectively in the buildings.

Overseeing facilities, insurance, health and safety and risk management. Ensuring the potential of the buildings and environment is developed and fully realised, supporting the Bookings & Business Manager with the external hire of the church buildings.

We see operations and administration – including facilities support - as key ministry in the life of the church; the right candidate is likely to see this as a spiritual act of service as well as a job to be done capably and well.

### Role Position

The Facilities Operations Manager is a key part of the Administration and Operations Ministry team, working with the Fabric Lead and Site Supervisor to ensure all the church site, buildings and facilities are maintained and developed with excellence.

This role will work alongside and assist the Operations Ministry Manger and the Bookings & Business Manger to ensure all site, buildings and facilities enable ministry and hire activity.

### Key Areas of Responsibility.

1. To ensure that church buildings in the CCW4 portfolio are maintained to the highest standards and in line with the vision outlined for them by the PCC, Standing Committee and Vicar, and in due course the St Alban's Development Group.
2. To ensure that statutory compliance is achieved and maintained in respect of facility health and safety matters, and to ensure that staff are appropriately trained.
3. To manage and oversee the selection, monitoring and support of suitable and professional building maintenance and cleaning contractors.
4. To ensure that procedures and measures are in place to maintain building security.
5. To liaise with CCW4 insurers regarding building matters.
6. To optimise the potential for external hirings of the buildings, working alongside the Bookings & Business Manager.
7. To contribute to the smooth running of the staff team helping to develop, promote and champion



a healthy staff culture and a cohesive sense of team.

#### **Main Responsibilities:**

- Ensure the core ministry of the church is facilitated and not hindered by measures taken to keep the buildings in good order.
- Responsible for security, maintenance, and good condition of all the church buildings, site and facilities.
- Line management of Site Supervisor and Bookings & Business Manager.
- Assist the Bookings & Business Manager with ensuring buildings are in the required state for hirings.
- Pro-actively manage the efficient running of the buildings, make changes as required and consulting with affected parties
- Use volunteers as and when possible, encouraging and thanking them at all opportunities.
- Ensure efficient lines of communication with all constituents of the church.
- Endeavour to be proactive and not reactive in buildings management.
- To be emergency call out.

#### **Building maintenance and repair**

- To undertake daily site checks
- To organise and execute weekly visual building maintenance and safety inspections and report major concerns to the Chair of the FDG.
- To be the point of contact for all maintenance matters and breakdowns and liaise with Chair of the FDG regarding major issues, as necessary.
- Arrange all maintenance contracts/visits.
- Plan and execute the general upkeep of the buildings.
- Organise and manage the planned preventative maintenance schedule for all CCW4 church facilities, including a rolling maintenance schedule - decoration, floor treatments etc.
- Record and file all maintenance operations including updating the site maintenance log.
- Arrange for unexpected repairs to be carried out as necessary.

#### **Insurance and Compliance**

- Keep risk assessments for all areas and all basic church activities up to date and ensure that all staff and relevant volunteers are aware of them and comply with requirements.
- Train and guide staff on writing risk assessments for one-off and some regular activities and ensure they are done and submitted before any event takes place.
- Liaise with insurers on buildings matters.
- Ensure all regular maintenance is done in all areas of the buildings to ensure that the church remains statutorily compliant – keeping the necessary maintenance logs.
- Take the lead on Faculty applications, liaising with the Fabric Lead.

#### **Cleaning**

- To arrange any emergency cleaning as required
- To ensure that the cleaning of all three sites is carried out in line with the agreed schedules.



- To ensure good standards of cleaning are being undertaken by our cleaners, reporting back any issues to the Fabric Lead.
- Manage cleaners, and source new ones as appropriate.
- To carry out regular inventories of hospitality and cleaning items and replenish when required

#### **Utilities**

- Manage the heating for all sites.
- Manage utilities contracts, arrange or execute weekly meter readings.
- To ensure that utility meter readings are monitored at all three sites and any spikes in usage are investigated and discussed with the Chair of the FDG

#### **Financial Management**

- Manage the Fabric budget on a day-to-day basis and discuss proposals on annual budget setting with Fabric Lead for submission to Treasurer
- Check all relevant invoices and pass them to Treasurer for payment.

#### **General duties**

- Attend and participate in weekly staff meetings, which include times of prayer.
- Be a recognised first aider while on duty.
- Be a named key holder for all buildings.
- Participate in/ receive line management
- Participate in training and personal/ professional development
- Undertake any other reasonable task as requested by the Vicar or Chair of the FDG

### **Person Specification:**

We are looking for a confident, experienced, Facilities Manager who understands that caring for church buildings and facilities is a key ministry in the church – vital for gathering the church community and fulfilling its mission in the local parish.

The appointed candidate will have a demonstrable track record of buildings and premises management. They will be able to evidence experience of working with contractors and tradespeople, sound knowledge of latest health and safety best practices, and have some skill/interest in maintenance and minor repair work.

The appointed candidate will be a highly pro-active, self-motivated problem solver with a 'can do attitude', as well as being servant hearted with a professional manner. The ideal candidate will be passionate about building the CCW4 community - from welcoming through to feeling part of the church and serving through volunteering – and will show commitment to the vision and mission of the church.

See the table overleaf for full details of the person specification for this role:



Person Specification	Essential	Desirable
<b>Faith</b>	<ul style="list-style-type: none"> <li>• A vibrant Christian faith and commitment to personal spiritual growth and development.</li> <li>• Passion for the vision and mission of CCW4 and a desire to see it implemented</li> <li>• Willingness to worship at CCW4</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Church of England structures and processes</li> </ul>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• To degree level or equivalent work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional qualification(s) in H&amp;S.</li> </ul>
<b>Experience</b>	<p><b>Buildings &amp; Facilities</b></p> <ul style="list-style-type: none"> <li>• Buildings and facilities management experience.</li> <li>• Experience of working with contractors/trades</li> <li>• Sound knowledge of H&amp;S best practices</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Budget control and planning</li> </ul>	<ul style="list-style-type: none"> <li>• Previous management of <b>church</b> properties and facilities</li> <li>• Line management experience</li> <li>• Volunteer management</li> </ul>
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>• Professional manner</li> <li>• Flexible and collaborative approach to work</li> <li>• Well organised approach to work with good attention to detail</li> <li>• Financially aware</li> <li>• IT competent</li> <li>• Skilled in maintenance/minor repair work on premises and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management</li> <li>• Event Management</li> </ul>
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Cheerful and friendly demeanour</li> <li>• Approachable, self-aware, warm, and energetic personality.</li> <li>• Sufficiently fit to undertake physical elements of the role</li> <li>• Clear thinker under pressure</li> <li>• Team player</li> <li>• Hardworking, self-motivated and with an ability to take initiative and make things happen.</li> </ul>	



## Remuneration and key benefits.

Alongside all statutory benefits, we offer:

**Hours** To be discussed with flexible options available depending on needs of the role. The standard working hours per week will be 37.5 hrs. Some Sunday working will be required.

Time off in lieu for additional hours worked will be given.

Family Friendly policies, including the opportunity for flexible working.

**Holidays** 25 days plus all public holidays

A requirement of the role will need the post holder to be available to work at Christmas, Easter and at other key times in the church's calendar.

**Development** The church will pay for relevant training and conference attendance in agreement with your line manager.

**Salary** £30,000-£32,000 (depending on experience)

**Pension** Statutory pension scheme

Please note that you will need to be eligible to work in the UK to apply for this position. You must provide proof of Right to Work in the UK.

Offers of employment will be subject to a satisfactory disclosure from the Disclosure and Barring Service (known as a DBS check) and satisfactory references.