

Facilities Operations Manager. Job Advert

Job description

Position: Facilities Operations Manager

Location: Christ Church Turnham Green, Chiswick, West London

Salary: £30,000 - £32,000 dependent on experience

Hours: Full time

Duration: Permanent

Facilities Operations Manager

We have an exciting opportunity for a confident, experienced, Facilities Manager who understands that caring for church building and facilities is a key ministry in the church.

Benefits: 25 days' annual leave plus all public holidays, family friendly policies including flexible working, occupational sick-pay scheme, and 7.5% employer pension contribution.

Closing Date: 5th February 2024

Interview Dates: Mid February 2024

About the Role

Christ Church W4 is seeking someone to join the staff team with specific responsibility for ensuring all the church site, buildings and facilities are maintained and developed with excellence.

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 include:

- Facilities and Buildings repair, maintenance and development
- Health and Safety oversight
- Security oversight
- Insurance and Utility management
- Commercial & external hire support
- Budget and financial management
- Projects/Events

About You

You will have a demonstrable track record of buildings and premises management. You 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.

You 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.

To apply for this role please download and complete the Application Form and (optional) Equal Opportunities form which can both be accessed here <https://www.christchurchw4.com/jobs> and submit these and a Cover Letter to hrteam@christchurchw4.com by **midnight on 5 February 2024**.

Candidates will be shortlisted in early February and invited to interview mid February. CVs will not be accepted. As part of the Cover Letter please explain your interest in this role and confirm you are willing to worship at CCW4 and embrace its values and vision.

To arrange an informal discussion prior to application please call the office on 020 8995 7381 or email office@christchurchw4.com

Please note that the Church can only consider applicants who presently have the right to work in the UK and proof of Right to Work in the UK will be required as part of the recruitment process. All candidates must be personally committed to the Christian faith and be able to worship at CCW4 and embrace its values and vision, in line with the equality Act 2010. Offers of employment will be subject to a satisfactory disclosure from the Disclosure and Barring Service and satisfactory references.

About the Church

The Church is a lively growing church with a vibrantly diverse community of interesting people wanting to be a prophetic movement of disciples making disciples, joining God in transforming Chiswick, London, and the World. We are a multi-site church where all ages are represented and are encouraged to live life in all its fullness and minister to the church family and wider community.

Visit our church website at www.christchurchw4.com to learn more about who we are and our vision and values.