

JOB DESCRIPTION

- POSITION TITLE:** Building and Services Manager
- LOCATION:** The GateWay, Addlewell Lane, Yeovil, BA20 1QN
- REPORTING TO:** tbc
- WORKING HOURS:** 37.5 hours / week. Some flexibility in working hours highly desirable.

JOB PURPOSE

To manage the building, site and associated rented offices that form The Gateway, and to ensure that it is developed, maintained, and configured to:

- Best meet the needs of YCC throughout the week
- Host the community-focused work that we engage in
- Provide an attractive and welcoming venue for all who visit and use the facilities.

KEY ACCOUNTABILITIES

Responsibilities

Building Safety

Ensure the YCC Health & Safety Policy is applied in all areas of the building.

- Ensure proper processes are in place and followed throughout the building

Ensure all areas of fire safety (escape routes, extinguishers, fire alarm, emergency lighting) are managed correctly.

Maintain and document YCC's risk assessments.

Building Operation

Manage the opening and locking of the building during opening hours.

Line-manage the Cleaner and any Caretaker to deliver the cleaning and maintenance schedules

- Rooms are set-up and provisioned for church use, external bookings, events, and conferences
- The building is clean, tidy and welcoming for all who visit

Manage the storage of equipment so that things are tidied away when not in use

Manage refuse and recycling.

Building Maintenance

Manage the regular maintenance and servicing of GateWay systems such as:

- Electrical power
- Heating
- Fire Alarm
- Security / CCTV
- Outside lighting
- Kitchen facilities (cookers, fans, refrigeration, dishwashers etc.).
- Fabric of the building, inc decoration, flooring, lighting
- Signage and information

Building Policy

Be a member of the Building, Assets, Health and Safety (BAHS) Health Committee

- Monitor and report Health & Safety issues
- Monitor and report Incidents and Near-misses
- Manage implement of BAHS committee building-related decisions

Be a member of the Environmental Working Group and work to reduce the environmental impact of our building and activities.

Contract Management

Manage our contracts for building services:

- Cleaning services and products
- Utilities (gas, electricity, water)
- Refuse and recycling contracts
- Equipment servicing, safe checks and maintenance

Manage the Gateway Minibus

- Maintenance, tax and insurance.
- Manage the budget for relevant contracts and ensure good value for money
- Manage the IT contract and ensure our service levels are being met, clear communication with Soltech and staff about any works due or issues arising, to ensure smooth operation of the IT system for all

Asset Management

Maintain an Asset Register and associated records so that we understand

- Asset values
- Anticipated life
- Long term maintenance and renewal requirements.

Building Development and Renewal

Work with the Strategy Team to create a consistent house style, and to develop the building décor and facilities to help us achieve our long-term church growth, income stream and community engagement objectives

Develop and manage a programme of renewals to ensure the building, facilities and grounds continue to be fit for purpose, safe, and operate within current regulations

Manage building, modification, adaptation and renewal projects by either:

- Delivering the work internally
- Managing and leading teams of volunteers
- Contracting with other trades and professional services.
- Booking system and room allocation
 - Run an effective and efficient room booking system
 - Manage external clients with their needs and expectations
 - Manage a cover system that means all out of hours bookings are managed and supported
 - Ensure all bookings who manage their own entry/exit have clear guidelines and adhere to building policies

RESOURCES

Finance

The post holder will have delegated budgetary responsibility for aspects of the Gateway and its day-to-day operation.

Staff

The post holder will be responsible for line managing any Caretaker and the Cleaning team, as well as being responsible for teams of volunteers.

PERSON SPECIFICATION

Experience

Building management, operation and maintenance
Facilities and plant management and maintenance
Understanding and implementing Health & Safety Policy
Carrying out and reviewing risk assessments
Managing suppliers and contracts
Managing staff and volunteers
Managing budgets

Desirable:

- Asset management and documentation
- New build, and building adaptation and renovation
- Leading within a Christian context.

Skills and Abilities

Planning and scheduling of work
Communicating health and safety messages / requirements clearly and graciously
Understanding the design, structure, operation and practical maintenance of buildings including:

- Fire safety equipment
- Alarm and security systems
- Electrical / Lighting systems
- Heating / plumbing systems
- Safety notices and signage
- Painting / decoration
- Doors / windows / fixtures and fittings
- Flooring
- Cupboards and Storage areas
- Safe storage of chemical and dangerous materials

Attention to detail

Achieving quality solutions for good value

Motivating and managing others, including sensitively handling conflict and confrontation

Understanding how a building and its operation contributes to the welcome of people from all parts of society and life experiences

Good listening skills to understand people's requirements

Prioritising work and activities to maximise the availability of Gateway facilities to all users

Anticipating and working flexibly and responsively to emerging needs.

Personal Qualities

A commitment to the ethos/beliefs of YCC, as expressed in our Mission, Values and Vision ([365](#))

Helpful and responsive

Organised and proactive

Calm under pressure

Resilient and reliable.

There is a Genuine Occupational Requirement for the post holder to be a committed Christian, and the successful applicant will be required to undertake a Disclosure and Barring Service (DBS) check.

APPLICATION GUIDELINES

To apply for this post, please send a CV and Supporting information to:

adam.dyer@yeovil.cc

Supporting information should be no more than 500 words and should detail your ability to meet the criteria set out in the person specification.

Closing date for applications: Sunday 17 October 2021

Yeovil Community Church is committed to promoting equal opportunity in recruiting and delivery of services to our staff and volunteers. We are attempting to collect information about sex, age, ethnicity and disability to be used for statistical purposes only. This form is to be completed voluntarily and will be separated from your personal application. If you do not wish to provide this information, there is no penalty, and you will be treated the same as all other applicants. Thank you for helping us to assess the equality and comprehensiveness of Yeovil Community Church's recruitment and services. Please download and complete the Equal Opportunities form [here](#).