

Job Description

Facilities Management and Development Worker

Job Title	FACILITIES MANAGEMENT AND DEVELOPMENT WORKER		
Reports to	<i>MINISTER OF THE CHURCH</i>	Location	<i>THORNABY METHODIST CHURCH, STANSTEAD WAY, THORNABY, TS17 9DZ</i>
Church	<i>THORNABY METHODIST CHURCH</i>	Salary	£11,441.20

Job Purpose and Objectives

To work with the minister, the Maintenance Team, the Facilities Management and Development Team (FMDT) and the Managing Trustees, in consultation with existing and emerging partners to oversee the maintenance of the premises and to work to continually improve the premises in order that they can increasingly function as an effective community asset serving the well-being of the people of Thornaby.

Responsible to:	The Lay Employee will be employed by the Managing Trustees of Thornaby Church Council and will be line managed by the Minister in pastoral charge of Church.
Responsible for:	The Caretaker

Main Responsibilities

- To work with the trustees and the FMDT to develop policies and working practices for the premises
- To ensure that all policies and working practices are fully implemented
- To work with the trustees and FMDT to explore possibilities of establishing a new registered charity within which the community partnership work will be governed and overseen
- To contribute to the registration process for any new charitable entity.
- To deal with general enquiries that may come in about work that is based in the church and either deal with these enquiries directly or forward them to the appropriate officer or partner
- To line manage the caretaker
- To work as an administrator of all contracts/licensing agreements ensuring that all obligations are being met
- To work with the trustees and the FMDT to agree a continuing development plan for the premises and facilities
- To seek out funding opportunities and make applications to enable the continuing development of the premises as an ongoing and constantly developing community asset

- To relate to all people in a sensitive and helpful manner seeking to ensure that every interaction manifests our values
- To work from the base at Thornaby Methodist Church flexibly with others seeking to ensure a constant presence from 10am to 3pm Monday to Friday

Terms and Conditions

- Terms of appointment: Permanent
- The salary/rate of pay will be £11441.20 per annum
- Normal working pattern: 15 hours per week to be worked flexibly but normally 3 days at 5 hours per day
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- Note you may occasionally be expected to use a car for this job.
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- 28 days annual leave entitlement per year (pro-rata for part-time employees).
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of a three month probationary period.
- Opportunities for study and for training.

Management

The Lay Employee will have a Line Manager whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission.
- Determine priorities for the work.
- Prepare a personal development plan with the Lay Employee.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- Act as a "sounding board" to the Lay Employee.

Person Specification
Facilities Management and Development Worker

	Essential	Desirable	Method of Assessment
Education & Training			
A Level or Equivalent	x		Q
Further Education qualification in a relevant subject		x	Q
Proven Ability			
Ability to manage a busy community resource centre or similar		x	A, I
Ability to understand, develop and implement policies and working procedures	x		A, I
Ability to broadly understand the objects, constitution and governance procedures of a charity/third sector organisation	x		A, I
Ability to contribute to the process of registering a new charity		x	A, I
Ability to supervise and line manage a caretaker	x		A, I
Ability to deal confidently and courteously with partners/stakeholders and members of the public	x		A, I
Ability to administrate and implement licensing agreements/contracts	x		A, I
Ability to contribute to the process of making and agreeing a premises development plan	x		A, I, G
Ability to identify, liaise with and make applications to relevant community funders	x		A, I
Special Knowledge & Skills			
Proficient in the use of computer applications particularly Microsoft Word and Excel	x		A, I
Any Other Requirements			
Willingness to apply for an enhanced DBS			
To be passionate about our organisation's purpose which is: 'To grow community with faith, hope and love so that everyone can know a deep sense of personal worth, find friendship, benefit from mutual support, discover a sense of belonging and experience life in all its fullness'.	xx		A, I

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)
(We reserve the right to assess any other aspects of the role in a format not previously described)