

## **Church Caretaker / Facilities Co-ordinator**

Hours: 15 per week (or 30 if also applying for the cleaner role currently advertised)

Flexible working arrangements to suit the needs of the church, possibly involving weekend or evenings.

Annual Salary: £8220 (adjusted pro rate for any changes in weekly hours)

### **About us**

Holy Trinity is a welcoming, Christ-centred Bible-teaching church near the centre of Norwich. We welcome people of all ages, and from all sorts of backgrounds - those who wish to discover Jesus Christ for the first time, and those who want to grow further in knowing Him and making Him known.

### **About the role**

We are looking for a committed, hardworking, practical person to come and join the dedicated, friendly team at Holy Trinity Church to ensure that the church buildings are kept to a high standard of repair and order, and to facilitate the effective use of the buildings for both church activities and wider community use.

This role will involve routine building maintenance tasks and co-ordinating building improvements as well as ensuring that the church buildings and premises meet current Health and Safety requirements.

We are also advertising for a cleaner role (15 hours). We are willing to combine both advertised jobs (caretaker / cleaner posts) to form one full time post (30 hours); please state your intentions clearly when completing the application form and supporting statement.

The successful candidate will:

- Be self-motivated and flexible
- Be a great team player but able to work effectively unsupervised when required
- Be able to prioritise workload and manage time effectively
- Have good practical skills to attend to small repairs
- Take pride in looking after our buildings and outside areas
- Be willing to learn about important policies such as Health and Safety and then help implement them where required

### **Purpose of the role**

To take responsibility for the day to day requirements of health and safety of all who use the church buildings and premises

To oversee the maintenance and repair of the church buildings and premises, liaising with other authorities, sub contractors and organisations, as appropriate

To ensure that the church buildings, and surrounding church yard area, are clean and tidy and that equipment and furniture is suitably set out and fit for purpose (working alongside the church cleaner and other volunteers)

### **Main Responsibilities**

#### **Health and Safety**

- To maintain, and update, a risk assessment for the church buildings in respect of fire and of activities in the buildings
- Be familiar with health and safety regulations as far as they concern church premises, and to seek further guidance if needed
- Ensure so far as is reasonably practical, that safe systems of work are in place
- Ensure that the buildings and church yard are properly maintained and are clean and tidy (working alongside church cleaner)
- Ensure that safety equipment and clothing is provided and used by all personnel where this is required
- Ensure that all equipment and tools are properly maintained and in good condition and that all operators have suitable training
- To check regularly that adequate access and exits are maintained
- To check that adequate firefighting equipment is available and maintained
- To bring to the attention of the Fabric committee, church administrator and churchwardens any matters of concern or ongoing maintenance issues.
- To be part of the Fabric committee, advising them where necessary
- To work with the Fabric committee / church wardens to ensure permissions are obtained from the Diocese (faculties) for building improvements

#### **Ongoing maintenance of the buildings and grounds**

To ensure that the main church building, the church hall and grounds and related spaces are well maintained, clean and safe. The caretaker will facilitate the various uses of the main church building and the church hall. This will include practical, technical, administration, budgeting and team work tasks, including the following:

- Cleaning - the church intends to employ a separate cleaner, but the caretaker's role will involve cleaning tasks and ordering and maintaining cleaning supplies.
- Setting up – setting up for some meetings, services, and other events, including moving furniture and equipment.
- Occasional services - welcoming or assisting with sound desk
- Maintenance – carrying out simple maintenance tasks (eg, changing light bulbs; simple repairs; and minor decorating). For work requiring skilled tradespeople the caretaker will be expected to lead in making appropriate arrangements and overseeing the work.

## JOB DESCRIPTION

- Supporting volunteers – working with volunteers from the church family to enable others to carry out projects and tasks.
- Hall bookings – checking facilities before and after use, reporting back to the church administrator
- First aid – maintaining First Aid kits.
- Security – ensuring appropriate arrangements are in places for maintaining the security of buildings.
- Other regular tasks - these will be many and varied. Example tasks include: ensuring the toilets are in good order; emptying bins; shopping for required items; receiving deliveries; managing collections; filling the baptistery; occasionally manning the church reception; photocopying; collections; ordering supplies; liaising with tradespeople.
- Other - undertaking such other duties as appropriate for the role or as directed by the Caretaker's line manager or the Employer.

**As a Christian organisation the Christian faith is an integral part of our working culture. The post-holder will be expected to play a full role in the daily life of the staff team and be sympathetic to the Christian convictions and ethos of the church.**

Preliminary visits to the church or discussions regarding the post are highly encouraged by arrangement with the Church Administrator, email address: [info@trinitynorwich.org](mailto:info@trinitynorwich.org) who will be pleased to discuss the post in more detail.

The application form can be accessed via the Church website on: <https://www.trinitynorwich.org>

Closing date for applications: Friday 24<sup>th</sup> June 2022

Interviews to be held w/b: Monday 4<sup>th</sup> July 2022

**Work location:** Holy Trinity Church, 110A Trinity Street, Norwich. The role will also involve working at the church hall in Cambridge Street and the Jenny Lind community room, Vauxhall Street

**Employer:** Holy Trinity Parochial Church Council (PCC)

**Accountable to:** Church Administrator, The Incumbent and Churchwardens

## Person Specification

Requirements	Essential for post	Desirable for post
Proven Ability	<ul style="list-style-type: none"> <li>• Experienced in caring for and maintaining buildings.</li> <li>• Strong interpersonal, communication and facilitation skills.</li> <li>• Good working knowledge of health and safety legislation and/or a willingness to undertake suitable training, as required.</li> </ul>	<ul style="list-style-type: none"> <li>• More than two years' previous experience in a caretaker or other similar role.</li> <li>• Experienced in managing volunteers or other employees</li> </ul>
Qualifications		<ul style="list-style-type: none"> <li>• PAT testing qualification.</li> <li>• First Aid qualification.</li> <li>• IOSH managing Safely.</li> </ul>
Special Qualities & Aptitudes	<ul style="list-style-type: none"> <li>• DIY skills.</li> <li>• Organisational skills and the ability to prioritise and use initiative.</li> <li>• 'Can do' attitude.</li> <li>• Ability to use IT for basic tasks such as email communications and finding information on the internet.</li> <li>• Flexibility around working hours.</li> <li>• Willing to undertake necessary training.</li> <li>• Ability to undertake physical tasks such as moving furniture and other heavy objects.</li> <li>• A self motivated, flexible team player who communicates well</li> <li>• Servant hearted, with a warm, welcoming and approachable nature</li> <li>• Be able to reflect the ethos and mission of Holy Trinity in all dealings with staff, church members and visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Being able to work with technical specialists and tradespeople.</li> <li>• Working knowledge of audio visual equipment.</li> <li>• A valid UK driving license.</li> </ul> <p>Previous experience of managing budgets.</p>