

Lion Walk United Reformed Church Job Description

Job Title	Property Manager
Area/Department	Lion Walk United Reformed Church
Reporting to	Church Secretary
Direct Reports	Property Committee Chairperson
Location	Lion Walk Precinct, Colchester. Essex
Travel	None
Working Hours	Negotiable 21 hrs/week (annualised) (4 weeks holiday per year plus Bank Holidays)
Salary	£13.20 per hour

Job Summary:

This post, within the local Church at Lion Walk, is supported by an Assistant Church-keeper, Church Administrator and also Church members.

The post holder will be working with Property Committee and be responsible for managing the building and its routine maintenance.

The post holder is responsible for the wide range of caretaking duties the church requires, working alongside the Assistant Church-keeper. These duties will include responsibility for ensuring the cleanliness and safety of the buildings and preparing the church premises for services and lettings.

The hours are flexible, and the post holder would be expected to cover absences of the Assistant Church-keeper

The post holder must be sympathetic to the ethos of a church, ideally have prior experience of property managing, caretaking and of working in a Church or the voluntary sector or within a charity, and they must be self-motivated.

Lion Walk United Reformed Church is committed to safer recruitment and has a fully approved Safeguarding Policy. The successful applicant for this post will be required to undertake a DBS check before taking up their role.

Lion Walk Church is a non-smoking establishment.

Principal responsibilities and duties.

1 Property maintenance e.g.

- a) Monitor and lead maintenance of the fabric of the building, all plant and equipment.
- b) Undertake the procurement and selection of contractors for routine projects, seeking to secure best value
- c) Working with Church committees on larger and more complex property tasks.
- d) Organising contractors for maintenance tasks.
- e) Carrying out minor maintenance tasks.
- f) Ensuring and maintaining a safe environment with appropriate security, access, fire prevention, and safety systems.
- g) Maintain appropriate records for the building including those required for Health and Safety, or any other regulation

2 Routine caretaking e.g.

- a) Responsibility for ensuring the safety and cleanliness of the premises and preparing for Services and Lettings.
- b) Monitoring people entering and leaving the premises.
- c) Communicate in a manner sympathetic to, and supportive of, the Church ethos.
- d) Responding to requests from users as appropriate.
- e) Liaise with shopping centre precinct staff appropriately, such as security
- f) Some stewarding duties in the church.
- g) Oversight of the church audio visual and other related systems.

Please note, this is not a mandatory nor exhaustive list.

Expected Standards

1. Promote a culture of open and effective communication to enable constructive relationships with colleagues and internal and external customers.
2. Act in ways that support a culture which promotes equality and values diversity
3. Act in ways that protect own and others' health safety and security.
4. Work with discretion and always maintain confidentiality as is appropriate to the role.
5. Ensure compliance with data protection principle and practice.

This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list, and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time in order to meet organizational needs and this job description will therefore be subject to periodic review and change if required.

Person Specification:

- Trustworthy as this role is a keyholder.
- Experience of working with Churches or historical buildings an advantage.
- Knowledge of relevant laws, regulations, and building codes.
- Excellent project management and negotiation skills.
- Good communication and customer service skills.
- Experience of working with volunteers and ability to lead volunteers.
- Strong critical thinking and problem-solving skills.
- Willingness to work as a team player
- Overall dependability and accessibility are very important.