



Premises and Events Manager, St Margaret's Lee

Job Description & Person Specification

We are looking for the right person to oversee the development and management of the premises at St Margaret's Church, which include our grade 2* listed parish church, our crypt, halls, car parks, churchyards and lodge and oversee all the activities and events that take place on site.

The successful applicant will take responsibility for the day-to-day upkeep, health and safety and administration of the church premises and also take a strategic lead in formulating and managing projects to develop them further.

The successful applicant will be responsible for developing relationships within the local community to maximise the benefit our premises provide for the community as a whole, as well as the revenue that can be generated from their use for the on-going mission of the church.

The post-holder will be initially based in the St Margaret's Visitors' Centre on Brandram Road, although there are plans for the office to move to the crypt of St Margaret's Church so that St Margaret's can become an Open Church.

The post-holder will be responsible to the Rector on a day-to-day basis. The post-holder will be accountable to the PCC as their employer and will work closely with the part-time Parish Administrator.

Salary: £40.000

The annual salary will be £40.000 for 40 hours per week, with generous defined contribution pension. This will be for a 3-year fixed-term contract with the possibility of extending the contract beyond 3 years.

Hours:

The role is for 40 hours a week, ideally spread over 5 days.

Hours will be flexible between the hours of 7am and 7pm as the duties of the post demand.

Occasional work may be required later in the evening and at weekends to cover special events.

Emergency call-outs and 'after hours' working will be compensated for by time off in lieu.

The annual leave entitlement will be 30 days per year, excluding Bank Holidays. Three months notice of leave should be given to the Rector.

Accountable to:

The Rector, Churchwardens and PCC

The successfully appointed candidate will be screened via the DBS system as part of our pre-employment checks.

Performance Management:

The post-holder will be subject to an annual Performance Review process.

The post holder will be expected to attend staff meetings as appropriate and to operate at all times in a professional and safe manner. The post holder will attend training courses as organised and to operate according to training and health and safety guidelines.

Duties & Responsibilities

The post holder will have the following duties:

1 Marketing and Letting.

- To promote market lettings of the sites and to increase income to support St Margaret's Church fabric fund and maintenance.
- Be responsible for the management of all on-site lettings including any events or community group activities; the residential letting of the Lodge and any commercially let areas, including the nursery.
- Work closely with the Parish Administrator in promoting the church within the wider community.
- Use I.T. to promote the Church and its premises and communicate with clients and community groups via appropriate use of the Internet, including email and social media.

2 User management

- Provide support to the local community, schools and other growing partnerships in their use of the Halls and Church buildings.
- Manage third party lets on site, ensuring those individuals and groups using the premises are appropriately supported in respecting the premises.
- Maintain strong relationships with users of the premises.
- Provide clear contracts and policies for all individuals and groups hiring the church premises and ensure that they are being adhered to.

3 Project development

- Work with the appointed Architect in project managing any redevelopment of the premises.

- Support a comprehensive Quinquennial Survey ensuring all works are budget approved, completed in good time and to budget and with all necessary permissions in place.
- Be the point of contact for the Inspecting Architect.

4 Buildings maintenance

- Be a key holder and available to respond appropriately to emergencies or urgent issues as they arise from any alarm activity.
- Attend the St Margaret's Standing Committee and PCC (Parochial Church Council) meetings.
- Monitor and report on the condition of the site and buildings as appropriate, reporting any health and safety hazard to the Rector and churchwardens immediately, as well as responding appropriately to any other defects, ensuring that these are recorded and dealt with in a timely fashion.
- Monitor the buildings and ensure that they are clean and safe and are appropriately supplied at all times and to ensure that waste and rubbish is removed regularly and is suitably stored until collection.
- Advise the Standing Committee and PCC in setting up appropriate maintenance contracts with approved contractors for equipment and plant and to supervise the work of such contractors whilst on site.
- Ensure that appropriate maintenance tools and equipment and materials are available and are securely and safely stored and used.
- Liaise with sub-contractors and London Borough of Lewisham for maintenance of the two churchyards and ground works at the Halls.
- Ensure the premises are appropriately secured at all times.
- Supervise and monitor the work of contract cleaning staff, ensuring that they are working effectively.
- Keep up to date and ensure we are compliant with all statutory Health and Safety regulations.
- Be responsible for gas safety certification.

5 Reporting

- Complete an annual Condition Report Survey on each area of the premises in liaison with the Rector and Churchwardens in order to create a Building Maintenance Plan.
- Create and keep up to date a 5 year planned and cyclical maintenance plan including projected budget, that includes works, plant and equipment renewals.
- Arrange Portable Appliance Testing when appropriate.
- Maintain and update The Operational Reference Manual.
- Assist the Rector, churchwardens and the treasurer with preparing the annual budget for building works.

- Produce a report for each PCC meeting setting out annual income and expenditure to date as well as the forecasted annual position for all maintenance expenditure and lettings income for the APCM.
- Present a summary of the years lettings position at the APCM with a proposal on how to increase the lettings during the following year.
- Recommend income budgets for year ahead.

Person Specification (*E – essential, D – desirable*)

Values

E	Subscribes to the mission statement of St Margaret’s Church as stated on the website.
E	Able to place the management of church buildings in the context of Christian witness.
E	Desire to be part of developing the Outreach Work of the Parish.

Experience

D	5 years experience of premises and events management.
E	Experience of managing a budget.
E	Experience of managing multiple stakeholders.
D	Experience of managing and successfully delivering building redevelopment projects.

Skills and abilities

E	Good written and oral communication skills, able to lead volunteers in a collaborative team
E	Ability to organise and prioritise own workload
E	Able to promote the use of parish premises to suitable groups.
E	Able to build good working relationships with clients and contractors.
E	Able to lead projects to develop church premises

Knowledge

E	Up to date knowledge of relevant health and safety issues.
E	Appropriate knowledge of information technology, including Microsoft Office Suite, email and social media.
E	Up to date knowledge of procedures for safeguarding children and vulnerable adults.

