

Site Manager for the Parish of St Matthew with St Paul, Winchester

JOB DESCRIPTION

Place of work:

St Paul's Church, St Paul's Hill, Winchester SO22 5AB

01962 844878

www.stmatthewstpaul.org

Reporting to: Canon Peter Seal, as Rector and Chair of the Parochial Church Council (PCC)

Hours: 20 hours per week, to include Monday and Friday mornings and as needed for the weekly programme. Flexibility essential, including some evening and weekend working

Salary: £16,000 per year

Holidays: Five weeks' paid holiday per year pro-rata, plus statutory holidays

Duration: One-year fixed contract in the first instance

MAIN DUTIES AND RESPONSIBILITIES

- 1 To ensure the safe and efficient running of the buildings that St Paul's and St Matthew's are responsible for and see that they are accessible venues for a range of church services and community events
- 2 To ensure compliance with Health, Safety and Security of both sites at all times
- 3 To build and maintain relationships with key church officers, staff and the PCC property committee to effect the most efficient service possible
- 4 To oversee and maintain all events-related equipment in church
- 5 To initiate and carry out ongoing evaluation of the facilities provision and make recommendations for future improvements to the PCC property committee, within a designated budget

Task area 1

- To have oversight for the security framework for all buildings at all times
- To oversee opening and locking of the buildings at the agreed times and after events
- To work with the PCC property committee and churchwardens on all issues of maintenance and repairs of all buildings and the grounds on both sites
- To oversee the appropriate preparation for all services, e.g. Sunday, baptisms, weddings, funerals and others, following agreed guidelines
- To appoint a deputy for overseeing events when required
- To organise and oversee the provision of relevant car parking at all times
- To assist in the development of operations manuals for both sites

Task areas 2 and 4

- To oversee the production and evaluation of all risk assessments for events and meetings
- To be actively involved with the preparation of all events, ensuring fire officers and first aiders are designated and present
- To ensure the approval and sign-off of all parties involved with risk assessments

- To be the PCC's designated Fire Officer, working with the PCC Health, Safety and Security Officer
- To be conversant with the appropriate and safe use of all facilities equipment, e.g. kitchen, sound, AV
- To liaise as necessary with external users about the premises aspects of the events for which they are responsible

Task area 3

- To recruit, train and build a team of volunteers to assist and deputise, in co-operation with staff and churchwardens
- To work closely with the PCC property committee, Parish Administrator and key volunteers to ensure successful outcomes

Task area 5

- To review and evaluate all uses of the site and make recommendations for change or update, consulting the relevant parties when necessary

PERSON SPECIFICATION

The applicant will be able to demonstrate through previous roles or experience the abilities to:

- Be sympathetic to the aims, purposes and values of St Matthew's and St Paul's
- Demonstrate understanding of the breadth of the work in the parish and community that develops and supports the mission of St Matthew's and St Paul's
- Welcome and support guests and visitors, helping with their enquiries
- Be punctual and reliable
- Be able to work effectively under the pressures of a busy and ever-changing workload
- Work flexibly as part of a small team of dedicated staff and volunteers
- Understand and demonstrate the need for confidentiality and discretion in all matters
- Be an effective and supportive communicator
- Be flexible and have a willingness to learn when required

It is essential for the applicant to have the following knowledge and skills:

- Experience in overseeing and undertaking maintenance and repairs
- Ability to perform physical tasks such as moving chairs, setting up tables, etc.
- Experience of working with and managing volunteers
- Experience of roles involving health and safety, security, duty of care and first aid requirements (training will be provided on the specifics of these in relation to the role)
- Practical experience of events facilitation
- Excellent written and verbal communication skills
- Competence in Microsoft Office (at minimum Word and Outlook) and in at least one online meetings program

References will be required: one from a recent employer and one from someone who has known the applicant for at least five years. An Enhanced Disclosure and Barring Service check will be made before an appointment is made. There will be a six-month probationary period.