



Manager of House and Community

Background

Beechen Grove Baptist Church is a Christian charity (registered charity number: 1090890). Its principal purposes are to further religious and charitable work by providing Christian service and outreach to the community and the maintenance and repair of the Grade 2 listed building and associated property.

Beechen Grove Baptist Church has a congregation of about 50 members and friends, with a mixture of ages and backgrounds. It is broadly evangelical in character and is a diverse and creative fellowship.

Its building is located in central Watford within the commercial district, which includes a regional shopping centre and international offices.

Although having a small congregation, the church is steward of significant facilities that serve as a resource to and for local groups and businesses.

To ensure our continuing availability to the community, it is essential that sufficient revenue is received through the letting of our facilities.

We are seeking to appoint a person who will coordinate client contacts, manage the administration, day-to-day functioning and maintenance of the facilities as a Christian representative for and on behalf of the Church.

Person Specification

Essential

- Be self-motivated, flexible, personable, with excellent organisational skills.
- Be able to relate with people of all backgrounds and ages. Have good verbal and written communication skills. Be able to take initiative and demonstrate efficiency.
- Be able to use Microsoft Office software and QuickBooks.
- Be able to present the best interests of the church in the management of lettings, ensuring good business practice and financial integrity.
- To be a Christian representative of the church to all clients, maintenance personnel and others who have contact with the facilities.



Desirable

Current First Aid at Work Certificate

Job description

Employer: Beechen Grove Baptist Church

Line Management: Responsible to the Minister and Church Secretary

Work base: Church Office

Hours: Flexible minimum of 40 hours per week (including one hour's unpaid lunch break per day)

Salary: £22,000-£24,000 pa. The salary and the post are subject to a six-month probationary period. Following the satisfactory completion of the probationary period there will be annual appraisals and the salary will be regularly reviewed. Pension arrangements are to be finalized.

Duties and Responsibilities

Management and Maintenance of Church Premises

- To manage the day-to-day running of the premises, including meeting rooms, church, and grounds.
- To oversee cleaners, gardeners, and other service personnel as required.
- To ensure the cleanliness, safety, and efficient operation of the facilities.
- To understand the operation of the facilities and to see to the maintenance and immediate repair of the premises, including but not limited to the supply of gas, water, and electricity; the heating system and boilers; fire alarm; lifts; telephones; PA system; CCTV.
- To arrange a regular rotating program of specialist cleaning (windows, carpets, etc.) and decorating.
- To oversee the security of the facilities and contents.
- To purchase and monitor the supply of cleaning materials and other consumables.
- To be responsible for the security and maintenance of AV equipment and office machinery, and to assist with their setting up, as required.
- To administer the car park barrier entry system and monitor and manage car parking on site as appropriate.
- To monitor the use of all kitchen facilities, equipment, and secure cupboards.
- To manage current and future building services work and projects.

- To oversee and manage regular and planned maintenance, repairs and servicing at the Church Manse property.
- To undertake other tasks as necessary for the proper functioning of the facilities.
- To hold the 'on-call' mobile telephone outside of office hours and to arrange an 'on-call' rota as necessary

Note: Some working of unsocial hours may be necessary

Lettings, Administration and Finance

- To arrange the letting of rooms to approved clients and administer this program, including management of electronic diary, invoicing, and accurate record keeping.
- To provide a face-to-face contact with clients and other users on behalf of the church.
- To set up rooms for clients with chairs, tables and other equipment as appropriate.
- To manage the maintenance, repairs and service contracts of the church including reviewing and re-tendering where appropriate. To review room hire charges periodically with the Trustees/Deacons and implement any changes, updating clients as necessary.
- To work with the Church Treasurer, Minister and other Trustees/Deacons on financial matters relating to property management, including submissions for the annual property management budget, and maintaining accurate monthly and quarterly management accounts.
- To work with the Treasurer in entering income and expenses on QuickBooks and preparation of accounts.

Compliance

The Manager of House and Community will work with the Trustees/Deacons to ensure that the Church meets its legal and statutory obligations in respect of fire, health and safety, data protection, licenses and safeguarding, for overseeing gas and electrical safety checks and that all risk assessments are maintained and reviewed annually.

Community

- To liaise with occupiers of adjoining business premises to ensure good communication and positive relations between them and the church.
- To meet regularly with the Minister.
- To carry out all responsibilities in a manner that upholds and promotes the charitable and Christian ethos of the church fellowship and its facilities.