**Premises Manager  
Job Description (35 Hours – will consider part-time)**

**OVERVIEW**

Christ Church Barnet (CCB) is a relatively large, evangelical church just inside the M25 in north London with a rich history. Our story began 178 years ago with a group of people gripped by a love for Jesus and his transforming power. We are in an exciting period of growth and are currently seeking a Premises Manager. The Premises Manager will:

* Play an important role in the day to day upkeep of CCB, particularly in relation to security and maintenance.
* Ensure that the church building is kept to a high standard of repair and order, and to facilitate the effective use of the building for both church activities and wider community use. This will involve carrying out routine and basic maintenance tasks plus liaising with contractors for more complex repairs and improvements when necessary.
* Support services and events at the church, this includes facilitating third party hire of the church building.
* Work flexibly and will need to be available some evenings and weekends to facilitate events taking place at the church. Exactly which hours will be agreed weekly in advance.

**RESPONSIBILITIES**

**Security**: Being main point of contact for the alarm company; opening and securing premises on a routine and non-routine basis in liaison with other staff/volunteers; reporting breaches of security.

**Cleaning & maintenance**: Ensure that the premises are kept in a satisfactory state of repair to use for all activities and lettings; oversee the Cleaner and cover work where necessary; order cleaning supplies; manage waste disposal; ensuring that external areas are all kept in a good state of repair; carrying out basic maintenance and contracting out where appropriate.

**Heating and Lighting**: Ensure heating is set as/when needed.

**Lettings**: Answering queries regarding lettings and showing potential Hirers the building; setting up room for Hirers; liaising with the office regarding lettings admin.

**Fire Precautions**: Checking static alarm systems/batteries and activators/ fire appliances and emergency lighting in accordance with required procedures; maintaining appropriate records; arranging repairs and maintenance work to be carried out.

**General:** Attend appropriate training and complying with all relevant health and safety regulations and maintenance of equipment; moving and setting up furniture and equipment for services, internal/external lettings.

**PERSON SPECIFICATION**

* A personal and growing Christian faith & engaged with the vision and values of CCB (desirable).
* Knowledge and experience of undertaking routine DIY and maintenance activities.
* Ability to work proactively (in looking for where improvements can be made), unsupervised and to a high standard, with good attention to detail & confidentiality.
* Good interpersonal skills - Professional, friendly manner and ability to work collaboratively with others & have a good sense of humour!
* IT literate.
* Physically fit and capable to meet the demands of the role – the role is physically demanding eg moving chairs and tables, changing bulbs, sweeping car park, using ladders etc.

The successful candidate would ideally live locally to the church in order to support resolution of ad hoc/short notice issues. Any appointment is subject to a satisfactory DBS check and character references.

**TERMS & CONDITIONS**

**Employed by:** The PCC of Christ Church Barnet.  
**Responsible to:** Operations Manager.  
**Key Relationships:** Vicar, Leadership team and staff, church volunteers, public.   
**Length of Contract:** Permanent subject to a six month probationary period, with reviews at three and six months, then annually.  
**Work base:** Christ Church, St Albans Road, Barnet EN5 4LA  
**Hours of Work:** This is a permanent, full time role (35 hours) although we will consider part time for the right candidate. The role requires that the post-holder will be flexible with work times, particularly with respect to supporting Christ Church activities in evenings and weekends.  
**Holidays:** Based on the statutory entitlements (5 weeks plus Bank Holidays).  
**Pay:** £27,300 per annum with option to join the workplace pension scheme. The PCC reviews pay rates annually, the next annual review is 2024.  
**Conditions of employment** See Staff Handbook

Details & info at ccbarnet.org.uk/vacancies

For an informal chat please contact Rev Andy Rimmer, 07919 271792, [vicar@ccbarnet.org.uk](mailto:vicar@ccbarnet.org.uk)

**Closing Date: 5pm, Friday 5th January 2024**