

## Job Description: Buildings and Property Assistant

### Role Outline

Job Title: Buildings and Property Assistant  
 Band: Band 4  
 Department: Support: Buildings & Property  
 Location: In and around All Souls Parish  
 Hours: 28 Hours worked over four days per week including Mondays, will include occasional evenings and weekends  
 Reports to: Buildings & Property Manager  
 Annual Leave: 25 days pro rata, plus bank holidays

### Key Relationships

Line Managed by:	Supervision of:	Key relationships:
Buildings & Property Manager	n/a	Buildings Team members, external contractors

### Job Summary

- As part of the Buildings & Property team be responsible under the supervision of the Buildings and Property Manager for the day-to-day operations and provision of all hard and soft services to all parish churches (3 No.) and All Souls Clubhouse.
- Under the direction of the Buildings & Property Manager, ensure compliance with all aspects of the Health and Safety Policy to parish churches and All Souls Clubhouse.
- Under the direction of the Buildings & Property Manager commission and employ external contractors as necessary including arranging and managing all service and repair and other cyclical maintenance contracts as applicable. Implementation of emergency response procedures.
- In conjunction with the finance department approve relevant invoices.
- Assist if necessary with all aspects of the responsibilities of other Building Team members.

### Person Specification

Attribute	Essential	Desirable
Education/Qualification	<ul style="list-style-type: none"> <li>• Substantial proven work experience in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>• FM qualification, membership of suitable professional body</li> </ul>
Proven Skills	<ul style="list-style-type: none"> <li>• Experience in a multi-site facility coordinator/manager role</li> <li>• Experience of setting up and running H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>• Google Apps</li> <li>• Trained First Aid</li> <li>• Trained Food handling</li> </ul>



	<ul style="list-style-type: none"> <li>programmes include supervision</li> <li>• Experience of working with outsourced service providers and external contractors</li> <li>• Proof of excellent communication skills across different networks</li> <li>• Excellent overall IT and computer skills</li> <li>• Experienced budget manager.</li> <li>• Full driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Church of England planning processes</li> </ul>
<i>Personal Qualities</i>	<ul style="list-style-type: none"> <li>• Totally committed to the evangelical Christian stance and mission of All Souls Church</li> <li>• A structured approach and attention to detail.</li> <li>• Ability to prioritise and use initiative to balance the various demands of the job.</li> <li>• A servant-hearted focus.</li> </ul>	

## Details of role

The job requires a confident and structured approach to a wide range of activities across the parish, (two Grade 1 listed churches, one further church, one community centre and 22 locally situated staff residences) and requires the post-holder to anticipate, prioritise and plan work and then complete tasks with minimum supervision.

The post holder is required to have highly effective and mutually supportive working relationships with all members of the Building Team.

The post holder will be based at the All Souls Church House during normal office hours. Responsibilities include:

- **Soft services:** Directed by the Buildings and Property Manager oversee the daily operation of parish buildings and those support services required to maintain them, including Health and Safety, waste disposal, cleaning and environmental health contracts, assessing and ordering general supplies as required.

The post-holder will oversee access and security systems across the parish, as well as carrying out basic 'handyman' services.

The post-holder will be required to make a 'hands on' contribution in order to get tasks completed, and will be 'first call' for any emergencies involving areas of responsibility covered by the role.

- **Hard services:** Directed by the Buildings & Property Manager the post holder will be delegated responsibility for overseeing hard services including but not limited to some/all of:
  - Overseeing the repair and maintenance log
  - Carrying out minor repairs and maintenance, and responsibility for parish inventory of equipment, stock, tools and storage spaces.
  - Service and repair contracts for M&E equipment (lifts, heating, boiler, air-con etc)
  - Service and repair contracts for electrical, alarm and safety systems
  - Compliance, both outsourced or run internally
  - Emergency response to incidents involving parish buildings and equipment.

Both soft and hard services will require regular contact and working with external contractors and service providers.

A task list is set out below to illustrate day-to-day duties.

### **Buildings and Property Task List**

- Practise fire drills with staff annually. Keep maps and information signage relating to fire procedures updated.
- Oversee security, keys and fobs.
- Ensure first aid boxes and accident books are kept up to date.
- Organising staff first aid and fire marshal training, fire evacuation procedures, testing call points, emergency lift evacuation, safe use of ladders and lifting, COSHH and use of BERG.
- Keep fire safety and evacuation policy and process up to date. Liaise with fire consultant on 3 yearly Fire Risk Assessment and follow up on recommendations.
- Organise office moves and removal and recycling of rubbish. Purchase furniture when required.
- Organise and oversee contracts for intruder alarms, fire alarms, fire extinguishers, lift testing (including LOLER inspection), air conditioning, lightning conductor, boilers, dumb waiter, pest controllers, car lift, passenger and stair lift, waste disposal, gas inspections, legionella testing, fire alarm testing, disinfecting, checks and maintenance of air conditioning units, inspection of water tank, emergency lights inspection and quinquennial electrical inspection.
- Maintain ingress and egress, floors, steps and paths, electrical and magnetic door closers, winches and hydraulic systems, car park shutters.
- Liaising with fire consultant in relation to 5 yearly Fire Risk Assessment and following up on recommendations.
- Overseeing disinfecting of sprays and taps against legionella, and sentinel tap sampling.
- Responding to requests via buildings maintenance report form and taking action to resolve them. Acquire quotes and organise contractors to deal with maintenance and repairs as required.
- Processing invoices, filing all reports and contracts.
- Oversee the use of the storage shed and basement storage. Arrange for the transport of equipment, furniture and other items around the parish as necessary.
- Buying replacement equipment when necessary.
- Overseeing maintenance of bulbs and light fittings throughout the building.

DS/ME 15/11/19

