



All Saints

All Saints Church Weston Bath

Community Facilities Manager

Job Pack



Our mission: Sharing the life and message of Jesus
with the community of Weston, Bath and beyond

SECTION A: PARISH PROFILE

All Saints is a thriving Church of England church based in Weston on the outskirts of Bath. We have 3 services every Sunday, midweek services, special events and over 250 members. We are excited to be entering a new season of ministry following the extensive refurbishment of our main church building and looking forward to further growth with many more people becoming Christians and newcomers joining the church.

Weston is a community of around 10,000 people in the suburbs of Bath with a large hospital, two primary schools and a secondary school within the parish. All Saints is made up of people of all ages including lots of children, young people and younger adults but there is huge potential for growth in all areas and a commitment to see Jesus honoured in every generation.

The Church refurbishment project has taken 10 years to plan and a year to undertake, but we hope to restart services complete with new sound, lighting and visuals systems on 1st September 2024. In the meantime we have been enjoying meeting in the All Saints Centre, just a few yards down the hill from the main church building.

Our core values underpin our mission and guide our staff appointments – we believe that Church is family, rooted in God’s Word, empowered by His Spirit, making Disciples of Jesus through both words and actions.

The Employer – PCC of All Saints Weston, Bath.

THE PARISH OF ALL SAINTS WESTON WITH ST MARY’S LANGRIDGE AND ST MARTIN’S NORTH STOKE

INCUMBENT

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THE CHURCH

All Saints Weston has been here since 1260’s was substantially re-built by the early Victorians in the 1840’s.

Electoral Roll:

360 for 2024
Church Members approximately 300

Current All Saints Ministry Staff:

Rector
Curate
Youth Leader
Childrens and Families leader
2 lay readers
Prayer Pastor
Seniors Pastor

Facilities Staff Team

Head of Operations
Community Facilities Manager
Finance Officer
Events Assistant
Caretakers
Cleaner

Buildings:

All Saints Church are responsible for five buildings in Weston currently. All Saints Church, All Saints Centre, Weston Hub, The former Infants school and 19 Chandler Close (A residential property that is let).

All Saints Centre, refurbished in 2001, provides a place for many church and community groups as well as commercial and private lets such as wedding receptions.

All Saints Church dates from the medieval period but was substantially rebuilt by the early Victorians. The completion of phase 1 of the ROCK project now brings the church building firmly into the 21st Century with much improved facilities and more flexibility with regard to its use.

Weston Hub is the former council owned and run Children's and youth centre, known previously as Centre 69. All Saints took control of the building at the start of 2018 and have built it into a busy and vibrant all age community centre. All Saints Welcome Café and Food Club runs out of this building and we hope to build on these type of community support activities running from this building.

The former infants school needs major refurbishment work and its future use in the community is currently being debated by the PCC.

19 Chandler Close, is a modernish end of terrace house.

Position Summary

We have an exciting opportunity to be able to appoint a Community Facilities Manager to oversee the smooth running of our buildings. We are seeking a confident, personable, and customer-focused individual with the drive, commitment, and attention to detail necessary to handle all the day to day bookings, manage our wonderful facilities team and run the busy office environment.

This is a Full-Time permanent full time role working weekdays with occasional weekend overtime work too.

The Community Facilities Manager will support the PCC in implementing and maintaining its community engagement and outreach through its buildings. They will manage the daily operations of our buildings; currently All Saints Centre, Weston Hub and community bookings for the church building.

The Community Facilities Manager will be line manager to: events assistant, two caretakers, cleaner and casual events staff. They will be responsible for overseeing their daily duties and also their development and performance reviews. They will have the full practical support of the Head of Operations, who oversees all staff welfare.

There is the possibility for career progression at All Saints in time for the right candidate.

Working for the church in a Christian context, it is expected that the Facilities Manager will be: of good character with a servant hearted leadership style; committed to church and community feeling like family; committed to supporting the ministry staff team who are seeking to grow the church through evangelism.

This role carries an occupational requirement to be a practising Christian in accordance with the Equality Act 2010.

We take our responsibility for the safeguarding of children and adults seriously. Our recruitment processes reflect this commitment.

ROLE DESCRIPTION

Operational – Customer service, bookings and events

- Bookings – process and procedures, ongoing daily activity – Centre rooms, Hub rooms Church and Ball Court.
- Handling enquiries – telephone, email and in person
- Managing room set ups and clear ups – daily activity
- Managing calendars and diaries
- Finances - Managing invoicing, discounts, refunds, late payments. Liaising with Finance officer. Managing supplier invoices, purchases and ensuring payments are made. Tracking against budgets. Managing ongoing contracts with suppliers and helping to look for best value. Managing insurances and licencing.

- Staff management – responsible for day to day management of Events Assistant, Caretaker and Cleaner. Daily job allocation. Staff appraisals (six monthly). Managing holiday calendars including sickness etc. Assisting with issues and putting staff in touch with the right person if necessary. Flagging issues with working practices. Ensuring cover during staff holidays. Checking overtime sheets for staff
- Maintenance – managing maintenance issues and prioritising work for Caretaker. Liaising with Caretaker on best way to manage individual issues. Escalating critical maintenance issues to Head of Operations.
- Cleaning – Managing the cleaner, his hours, roster and checking he has all the materials to be able to carry out the job effectively. Ensuring deep cleaning tasks are completed as required.
- IT Management – ensuring day to day services are running smoothly – telephones, internet, wi-fi, server, PC's, tablets, emails, remote door systems and CCTV, intelligent lighting and heating systems, Flag issues to IT consultant and notify Head of Operations. Look for enhancements in IT that may be advantageous.
- Attend staff pray meetings as required and Termly Facilities Management Groups (FMG) meetings.

Health, Safety and Sustainability

- Health and Safety Policy – updated in liaison with ASW Health and Safety Officer
- Health and Safety Inspections with ASW H&S officer and caretaker
- Fire safety – policies and procedures, customer awareness, fire fighting equipment in date and checked, fire alarm systems tested and checked, periodic review of Fire Safety Contractors, Equipment for Church also included in this responsibility
- Security – Alarm systems maintained, CCTV systems maintained, Access systems maintained, key holder lists kept up to date, locks and bolts inspected, outdoor lighting maintained
- Accident reporting procedures in place, accident book completed correctly
- Tidiness of buildings
- Hygiene, including appropriate use of cleaning agents, regular inspections of toilets. Food Hygiene, maintaining 5 star rating by ensuring current regulations are adhered to. Training of volunteers in food prep, completion of Food prep forms by users.
- Recycling – regular recycling of waste, purchase of recycling bags from council. looking for opportunities to reduce waste, reuse products, and recycle more. Responsible sourcing of sustainable goods

Sales and Marketing

- Websites – Centre and Hub – update regularly and enhance – include reviews
- Social Media – regular events updates, shares etc. Campaigns and promotions, Look for opportunities with different platforms and linking to others.
- What's On Magazine and Website – contribute information to What's On platform and make sure regular users of Centre and Hub contribute to the platform too. Ensure Centre and Hub events are listed.
- Brochures – periodic updates, enhancements and opportunities for new printed materials

- Advertising and Promotions – use of directories and 3rd parties to promote, such as Yell, Google, wedding sites etc.
- Reviews – work hard at gaining customer reviews – explore Trustpilot?
- Customer viewings – encourage potential customers to come and view the buildings with a view to booking.
- Look for Partner opportunities
- Exhibitions – look for places to promote Centre and Hub and explore the possibility of hosting exhibitions in our buildings.

Community Activities

- Welcome Café and Food Club – support and promote this regular activity run by the church.
- Craft Fayres – Possibility to manage and run these events for the local community
- Winter Westfest and other Westfest activities – work with the church to support these events in our buildings
- Pantomines and other church events – facilitate and support church outreach activities in our buildings

PERSON SPECIFICATION

Essential Attributes

Humble - "I've got lots to offer, but it's always about the vision and the team, not me."

Hungry - "Let's get stuff done."

People smart - "I know how I impact others and can manage that well."

Experience

Experience of working in a church context would be desirable

Experienced of managing community buildings or equivalent desirable

Experience of leading and developing staff, volunteers and other stakeholders

Skills

Excellent communication skills

Strong organisational and administrative skills

Able to see the bigger picture whilst maintaining grip on detail

A self-starter able to work on own initiative, to identify problems and find solutions quickly

Able to prioritise competing demands

Able to manage processes within legal and other compliance requirements

Able to understand financial reports and budgets and communicate these to the wider team

Excellent verbal, written and interpersonal communication skills

Ability to work efficiently under pressure, exercising initiative and judgement

Proven ability to supervise and motivate colleagues and volunteers

Good understanding of equality and diversity

Ability to respond to changing needs within the daily, weekly and annual schedule

Willingness to work flexibly

Ability to maintain confidentiality

Knowledge

Good level of secondary education

Further education qualifications (desirable)

Understand health and safety procedures or be willing to undertake training

Understand Safeguarding procedures or be willing to undertake training

Possess an up to date 'Enhanced' DBS

Knowledge and experience of Microsoft office products essential, database management (ChurchSuite desirable, but not essential – training provided), website software and general IT skills

SECTION E: TERMS AND CONDITIONS OF WORK

Contract:	This is a permanent full time contract. It will include a full probationary review after 3 months. Ideally employment will commence on Monday 2 nd or Monday 9 th September. There is a Genuine Occupational Requirement (GOR) that the post-holder is a practising Christian. Schedule 9 of the Equality Act 2010 applies. It is desirable that the candidate attends All Saints Church and makes this their home church, but this is not an absolute requirement if they already attend another local church. Applicants must be eligible to work in the UK.
Hours of work:	37.5 hours per week. There is some flexibility on start/finish times, but hours are usually from 8.30am/9.00am to 4.30pm/5.00pm with half an hour for lunch. There will be some working requirements on Saturdays and Sundays.
Overtime:	Whilst it is considered unusual for senior management to receive overtime payments in some workplaces, in the context of this post, with planned events regularly taking place in the evenings and at weekends, it is considered only fair by the PCC to remunerate all events staff involved in this out of hours work with overtime payments. The Facilities Manager and Events Support staff will therefore be paid overtime for scheduled out of hours work on the following basis: Weekday Evening work after 21:00hrs and Saturday work from 06:00hrs to 00:00hrs – time and a half Sunday work and any work between 00:00hrs and 06:00hrs – double time. Overtime work at other times, if authorised, will be at the standard hourly rate.
Place of work:	Normally All Saints Centre, Weston Hub and All Saints Church, but also at any other nearby locations requested by the employer.

Salary:	£29K - 31K depending on experience. 37.5 hour week. Pay point 13 to 15 on the ASW salary scale.
Annual Leave:	25 days a year (pro rata) plus all bank holidays (8)
Pension:	The parameters of the ASW Auto-Enrolment Scheme are 5% gross employee contributions and 3% gross employer contributions, based upon "Qualifying Earnings". This is an 'opt out' scheme and more details will be provided to the successful applicant.
Notice Period:	As this is a senior management role, notice periods by either party are based on three month's written notice after the probationary period and subject to compliance only with statutory dismissal and disciplinary procedures. (See also detailed explanation of the ACAS based procedure within our Employee Handbook.) However, your employment may be summarily terminated where you are found guilty of gross misconduct.

Support Structure

Your line manager is the Head of Operations, a full time position, who is there to support you fully and provide training for further development in the role. The Centre staff will always assist in sharing the workload when the Church is at its busiest.

Probationary period with a three month and six month review. Annual reviews after the probationary period.

Other support is provided through the Facilities Management Group, our Rector, our HR Officer, the Treasurer and Churchwardens, the PCC and our Safeguarding Officer.

SECTION F: THE APPLICATION TIMESCALES

We will accept applications and look at them as they come in. Applications close on Wednesday 31st July 2024. We will call to interview those who we think would be suitable for the job and interviews will be carried out week commencing 5th August.

At the interview there will be the opportunity for an extensive tour of our buildings and to meet other members of staff and ask questions. Refreshments will be provided. It is possible for us to arrange overnight accommodation for those candidates who are having to travel a long distance.

Decisions will be made within one working day after the last candidate is called to interview and all interviewees will be informed of the outcome.