



CHANDLERS FORD Methodist Church

Winchester Road, Chandlers Ford Hampshire SO53 5JG

Job Description: Property Manager/ Maintenance Officer

Job Title: Property Manager/Maintenance Officer

Part Time, 15 hours per week, working pattern subject to negotiation

Location: Chandlers Ford Methodist Church, Winchester Road,
Chandlers Ford Hampshire SO53 2GJ Telephone 023 8026 0128

Responsible to: The Lay Employee will be employed by Chandlers Ford Methodist Church and line managed by a member of the church leadership team

Responsible for:

Maintenance and day to day repair of the premises, working with the Centre Manager and Caretaker and in compliance with Methodist Church policies including those relating to Health & Safety, security and lone working

Purpose and Objectives:

- Maintain the premises so that all rooms, fixtures and fittings are in good condition
- Develop good relationships with outside contractors as necessary
- Achieve best value in procurement of goods and services
- Work with the Church Treasurer and Chair of Resources offering advice and recommendations on property matters

Main Responsibilities

1 Maintenance, Repair, day to day property management

- Agree an annual plan of routine maintenance with Centre Manager and Caretaker
- Provide information to Centre Manager to ensure the property log for works carried out throughout the year is accurately maintained.
- To carry out decoration, repairs and improvements in timely fashion and ensure that all parts of property, including furniture and equipment, are properly maintained.
- Monitor and ensure that any work carried out by specialist contractors meets our standards and expectations.
- Work with Centre Manager and Caretaker to support preparation of rooms for internal and external users, including equipment needs
- Provide cover for caretaker duties where needed
- Take responsibility for day to day monitoring of the church's heating system and energy use, developing a good working knowledge of the system and liaising with our plumbing, heating and electrical contractors where necessary to address any issues.
- Undertake other property related work as may be requested by Resources committee or Church Leadership team.

2 Financial and Human Resources

- Work with Church Treasurer to inform the setting of the annual property maintenance and supplies budget
- Communicate with Centre Manager and Resources Chair on recommendations to Church leaders about major repair needs, renewals and improvements that require capital expenditure

3 Contracts, procurement and other duties

- Procure day to day consumables and property maintenance items ensuring best value and in line with agreed budget.
- Work with Resources Chair, Centre Manager and Caretaker to procure services of external contractors for any work which cannot be done in house. Emergency cover is procured via an agent with whom the Circuit has an agreement regarding all local church properties.

4 Compliance, Health and Safety, Security

- Comply with Methodist Church policy and practice re property matters, as advised by church officers.
- Support the work of the health and safety and fire protection officers to ensure the church complies with all current legislation and training requirements
- Work with the Centre Manager and Caretaker to ensure the security of our premises at all times
- Support the process of carrying out electrical and other property related inspections.
- Comply with all training and other requirements relating to Safeguarding and Child Protection

This list of duties is not exhaustive, and the post holder may be expected to undertake other related duties that are within their competencies and level of responsibility, in order to meet the needs of the church.

Terms and conditions

Terms of appointment:	Permanent, part -time role
Remuneration:	£12-£14 per hour depending on experience
Pension	There is a contributory pension scheme to which eligible lay employees will be auto enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
Hours of work	15 hours per week, mainly mornings, Including flexibility to work some evenings and weekends when required, all subject to negotiation.
Expenses	All reasonable expenses will be reimbursed. These will need to be agreed with the line manager first.
Holiday entitlement	28 days pro rata statutory annual leave entitlement per year, plus Statutory Holidays if occurring on normal working days.
Criminal record clearance	Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
References	Appointment will be subject to satisfactory references and medical report.
Probationary period	Appointment will be subject to the satisfactory completion of a 3 months probationary period.

Management Arrangements

A member of the Church Leadership team will supervise the day-to-day workload.)

The Lay Employee will have a line manager whose responsibilities will be to:

- Maintain a strong awareness of and familiarity with the work of the Lay Employee.
- Act as a “sounding board” to the Lay Employee and help to determine priorities for the work.
- There will be opportunity for regular discussion of progress, support and development throughout the year, and an annual formal appraisal.