



CHANDLERS FORD Methodist Church

Registered Charity No. 1127449

Office: The Methodist Church, Winchester Road, Chandlers Ford SO53 2GJ
Tel: 023 8026 0128

Vacancy

Property Manager / Maintenance Officer

CFMC has a vacancy for a Property Manager/Maintenance Officer.

This could be a role for one person who has the skills to fulfil both aspects of the job description, or it could be two separate roles. Both roles will require an enhanced DBS check.

Property Manager

Working Hours: 12-15 hours/week TBC, ideally spread over 5 days.

Location: The role is based at Chandler's Ford Methodist Church, Winchester Road, SO53 2GJ with occasional work at Bishopstoke Methodist Church, Sedgwick Rd, Eastleigh SO50 6FH.

Salary: From £16.20/hour depending on skills and experience.

Responsible to: The lay employee will be employed by Chandler's Ford Methodist Church and line managed by a member of the Leadership Team.

Property Manager Job Description

- Oversee the management, compliance, safety, and cleanliness of the premises, furnishings, and grounds.
- Ensure adherence to Health and Safety regulations, particularly regarding Asbestos, Fire, COSHH, Legionella, Work at Height.
- Ensure the Health and Safety Policy is kept up to date and communicated to those who need to be aware of it.
- Advise staff and volunteers about safe working practices and H&S legislation and ensure appropriate training is carried out, where required.
- Ensure all weekly/monthly/annual checks are completed and recorded appropriately.
- Conduct risk assessments and oversee audits and inspections.
- In conjunction with the Maintenance Officer, plan and execute a schedule of annual maintenance/redecoration and any longer-term maintenance requirements, ensuring high standards of cleanliness and safety.

- Monitor and manage site repairs and maintenance, ensuring cost-effective solutions and procurement of necessary supplies.
- Organise quotes and negotiate with contractors to achieve best value for jobs requiring third party input.
- Monitor contractors on site to ensure H&S and safeguarding requirements are being met.
- Liaise with volunteers and ensure all jobs carried out are in line with priorities for the premises.
- Monitor energy usage and maintain records of meter readings making recommendations for alterations or improvements where necessary.
- Work with the treasurer to set annual property maintenance budgets, advising where spend needs to be prioritised.
- Communicate with the Chair of Resources regarding major repair needs, renewals and improvements that require capital expenditure.
- Act as a key holder, ensuring security and operational readiness of the premises, including emergency response coordination.
- Ensure outside areas are maintained to high standards.
- Uphold confidentiality of Church information.

Property Manager Person Spec

We are seeking someone who meets the following criteria and who will take pride in maintaining our site to ensure it is a safe and welcoming environment for all who pass through its doors:

Essential

- Has experience of health and safety protocols and compliance.
- Has experience of completing risk assessments.
- Has the ability to interpret advice and statutory guidance and to devise systems in the light of this.
- Is reliable and flexible and able to prioritise tasks and workloads.
- Is able to work independently and use their own initiative, as well as working well in a team.
- Demonstrates good communication skills with a variety of stakeholders.
- Demonstrates an ability to maintain and produce accurate records eg: relating to H&S checks.
- Is comfortable communicating by email and using computers for record keeping.
- Can follow the Church policies and systems consistently to ensure the safeguarding and safety of all site users.
- Has the ability to carry out physical tasks including manual handling and work at height.
- Has a driving licence and a vehicle available for use during working hours.

Desirable

- Has a good basic level of practical DIY skills.
- Has previous experience of managing Health and Safety in a workplace.
- Holds a recognised Health and Safety qualification or training certificates.

Maintenance Officer

Working hours: 10 hours/week which must include at least 2 hours on Mondays. Remaining hours to be agreed to suit both parties.

Location: Chandler's Ford Methodist Church, Winchester Road, SO53 2GJ.

Salary: From £13.45/hour depending on skills and experience.

Responsible to: The lay employee will be employed by Chandler's Ford Methodist Church and line managed by the Property Manager in conjunction with a member of the Leadership Team.

Maintenance Officer Job Description

- Maintain the premises so that all rooms, fixtures and fittings are in good condition.
- Carry out decoration and repairs as required, in a timely fashion.
- Carry out reactive maintenance and respond to any emergency requests for equipment or property repairs.
- In conjunction with the Property Manager, plan and execute a schedule of annual maintenance/redecoration and any longer-term maintenance requirements, ensuring high standards of cleanliness and safety.
- Work with the Centre Manager and Caretaker to support preparation of rooms for internal and external users, including equipment needs.
- Provide cover for Caretaker duties where required.
- Undertake other property related work as may be requested by Resources Committee or Church Leadership team.

Maintenance Officer Person Spec

We are seeking someone who meets the following criteria:

Essential

- Has experience of painting and decorating and general building maintenance and can demonstrate a good level of competency.
- Is reliable and flexible and able to prioritise workloads.
- Is able to work independently and use their own initiative, as well as working well in a team.
- Can follow the Church policies and systems consistently to ensure the safeguarding and safety of all site users.
- Is prepared to cover basic cleaning and furniture moving duties when required.

Desirable

- Has a trade qualification eg plumber, electrician, carpenter etc.