

Job Title:	Parish Maintenance Officer
Reporting to:	Parish Priest / Surveying & Property Section
Location	St Mary's Parish, Woolton (with occasional support across the Deanery)

Mission Statement

“Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation.”

Job Summary

Responsible for carrying out minor repairs, maintenance tasks, and compliance checks such as fire alarm testing and legionella testing, all within the agreed parameters. They will also ensure parish records are up-to-date and readily available, act as a keyholder for parish property, and coordinate external contractors. The role requires a proactive approach, attention to detail, and the ability to work collaboratively with the Parish Priest and staff, Surveying & Property Section and volunteers.

Maintenance Duties and General Responsibilities

1. Contribute to the overall maintenance of parish property and land, by supporting programmes of planned and reactive maintenance work as directed by the Surveying & Property Section.
2. Coordinate external contractors and consultants as necessary, ensuring that they comply with the agreed scope of work, health and safety standards. Ensure all persons visiting site are met and appropriately briefed upon arrival, that visitors have access to areas of work and that full records of work undertaken are kept.
3. Conduct regular inspections of the parish buildings and land, reporting on the condition and arranging for any required remedial actions.
4. Undertake minor maintenance and repair works within agreed parameters.
5. Undertake works that ensure safe means of access and egress to the site. This will include the clearance of leaves and vegetation to steps, ramps and pathways. The Parish Car Park should be cleaned weekly or as needed. During severe weather, the Maintenance Officer must ensure all public access routes, including the main driveway, car park, and steps, are gritted for safety.
6. Support the Surveying & Property Section to ensure that work is completed to a high standard and within the required timeframes.
7. Support and assist the Archdiocese of Liverpool's health and safety and compliance programmes, ensuring that the parish buildings meet the necessary legal and safety standards. Assist with risk assessments and ensure compliance with statutory health and safety requirements, including monitoring and addressing any potential hazards.
8. Perform regular tasks such as testing of fire safety systems, legionella testing, portable appliance testing and general safety inspections.

9. Liaise with Archdiocese inter-fuel management company (IFM) and provide regular meter readings for all utilities as required.
10. Ensure all work equipment is in good condition, regularly inspected/maintained and stored safely.
11. Prepare and set up all church buildings and facilities for services, activities, and events, including coordinating seating, tables, sound systems, and other equipment as required.
12. Act as the primary key holder for parish properties, ensuring secure access and locking the buildings at the end of each day.
13. Ensure recycle/refuse bins are put out for collection in a timely manner and returned to respective area after collection days.
14. Obtain information and prepare reports for the relevant committees and the Surveying & Property Section.
15. To build and maintain strong relationships with the Parish Priest, contractors, other Parish staff, volunteers and the general public.
16. Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
17. At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.
18. To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience.

Confidentiality

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Protection

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, is not communicated to unauthorised individuals.

Safeguarding

The post holder, during the execution of this role, is unlikely to come into regular contact with children and vulnerable adults. At the date of issue, this role, having been assessed by the Archdiocesan Safeguarding Section, has been deemed not to require a Disclosure and Barring Service check.

Health and Safety

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

Display Screen Equipment Users

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does not require the job holder to habitually use DSE as part of their normal work and therefore is not classed as a Display Screen Equipment User.

Voluntary Duties:

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature and must be undertaken outside of your contractual working hours, as they do not form part of your employment with the archdiocese.

General Clause:

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

<p>Signed by Employee: Date:</p> <p>Print Name:</p>

<p>Signed by Line Manager: Date:</p> <p>Print Name:</p>

Qualifications	Essential
	<ul style="list-style-type: none"> • Good general level of education • Excellent verbal and written skills
	Desirable
	<ul style="list-style-type: none"> • GCSE's (or equivalent) including English and Maths • First Aid (any level) • CSCS Cardholder • PAT Testing Certificate
Experience	Essential
	<ul style="list-style-type: none"> • Experience of working in a similar role or trade background • Experience of managing and implementing building maintenance programme of works • Experience of identifying technical problems on site and recommending corrective actions to defects. • Experience coordinating external contractors, including supervising and managing their work to ensure it meets health and safety standards and agreed terms.
	Desirable
	<ul style="list-style-type: none"> • Experience of working on places of worship, or listed buildings
Skills and Knowledge	Essential
	<ul style="list-style-type: none"> • Ability to interpret, plan and work from clear verbal instruction, specifications and schedules. • Ability to perform a wide range of multi-skilled maintenance work. • Sound knowledge acquired from building trade background/profession. • Strong interpersonal skills to be able to communicate effectively with people at all levels including general public. • Excellent time management skills with the ability to prioritise own workload and meet deadlines. • Strong organisational skills, with the ability to maintain accurate records and manage multiple tasks effectively. • Ability to work on own initiative and unsupervised. • Ability to demonstrate a strong understanding of health and safety standards and statutory compliance regulations. • Ability to use IT for communication and updating completed works (as a minimum).
	Desirable
	n/a
Personal Attributes	Essential
	<ul style="list-style-type: none"> • A willingness to work within the ethos of the Archdiocese.

- Reliable and punctual.
- A flexible attitude to work and tasks undertaken.
- A willingness to self-develop knowledge and skills required for the role.
- Ability to work outside in all weather conditions.

Desirable

- Ability to travel to other sites across the Liverpool South Deanery.