

JOB DESCRIPTION - Overview

Job Title: **Facilities Manager**

Location: Verso Vineyard Church, Brick Knoll Park, St Albans, AL1 5UG

Reports to: Head of Business Operations

Hours of work: **Option 1** – Full-time – 37.5 hours per week, including Sundays/some evenings/Saturdays.
Option 2 – Part-time – 30 hours per week, mainly office hours, events, and some Sundays (working with the Sunday & Facilities Support role).

It is a requirement that the employee is present for the weekly staff meetings, currently 13:15-14:25 on a Tuesday.

Purpose of role: The Verso buildings house so much of the mission of our Church - it is an incredible resource entrusted to us to create space for worship, community, ministry, mission and people to encounter Jesus.

In the role, you will provide **strategic and proactive leadership** for the upkeep, development, security and effective use of Verso's buildings and premises.

Working alongside **the wider team** you will ensure our facilities are safe, compliant, welcoming, well-maintained and continually developed to further the ministries and mission of the church.

You will see the **bigger picture**, develop strategy and turn vision into practical action.

Key Responsibilities

Strategy & Building Development

- Bring vision, strategy and proactive leadership for the upkeep, development and effective use of the Verso buildings, taking a long-term view of what's needed to support the church's changing needs and growth.
- Develop and deliver plans for maintenance, improvement and development – looking beyond simply maintaining what we have to how spaces and systems could better serve the mission.
- Work with the Head of Business Operations and wider leadership to translate future needs into clear facilities priorities, building business cases where appropriate.
- Balance investment, cost, practicality and impact, championing a culture where the building is well cared for and seen as a shared resource for ministry and mission.

Facilities Management

- With the Facilities Team, ensure spaces are clean, welcoming and set up correctly for activities and events, providing appropriate event support alongside staff and volunteers.

- Take a proactive approach to identifying and resolving maintenance, repair and presentation issues, coordinating staff, volunteers or contractors as needed.
- Review and improve day-to-day systems so the building is easy to use and manage, staying responsive to the changing needs of church life.

Statutory Health & Safety Compliance

- Ensure compliance across health & safety, fire safety, security and utility systems, food hygiene certification and pest control, keeping informed of statutory requirements and responding proactively rather than reactively.
- Build a culture of safety where staff and volunteers understand their responsibilities and feel confident raising concerns.
- Find practical ways to meet statutory requirements while keeping the building welcoming and accessible.

Emergency and Risk Planning

- Keep risk assessments, evacuation procedures and records up to date, and ensure regular training on evacuation, terror and Martyn's Law procedures.
- Act as a primary contact for security and fire alarm systems, reviewing emergency procedures in light of incidents, exercises and changing circumstances.
- Provide calm, practical, decisive leadership in emergencies and help build staff and volunteer confidence to respond well.

Policy, Risk Monitoring and Reporting

- Keep Health & Safety, Food Safety and related policies up to date and understood; maintain accident, manual handling and first aider records, and maintain first aid supplies.
- Monitor emerging risks and act proactively to reduce them, ensuring learning from incidents and near misses improves how facilities operate.
- Provide clear, timely reporting to the Head of Business Operations to support good decision-making.

Insurance, Contracts and Supplier Management

- Arrange and maintain building-related insurance and contracts with facilities service providers and contractors.
- Manage the facilities budget, invoices and records, taking ownership of contractor performance and building trusted supplier relationships.
- Plan ahead for significant maintenance and expenditure, and look for opportunities to improve value, quality and efficiency.

Security and Access

- Maintain keys, alarm fobs, radio systems and general building security, ensuring staff and volunteers are trained in access and safety matters.
- Act as emergency call-out contact as required, regularly reviewing arrangements to keep the building both secure and welcoming.
- Take ownership of security concerns and see issues through to resolution.

Sunday Services* & Events

- Provide Facilities Team cover for Sunday services, ensuring the building is fit for use, supporting teams, providing security and overseeing emergency situations if they arise.*
- Clear down the building post services in an efficient yet friendly manner.*
- Provide support for the Sunday pastoral team as required.*
- Provide Facilities Team support for events as required, either directly or through the wider team.

**Sunday Services cover only relates to the full-time role, otherwise this is covered by the Sunday Services & Facilities role.*

Team Leadership

- Lead, inspire and develop the Facilities Team, staff and volunteers, giving clear direction while empowering ownership of individual areas.
- Work closely with the Sunday Services & Facilities Support* role-holder and volunteers to build a strong, collaborative team across Sundays, events and church life.
- Recruit, equip and empower volunteers, and be a visible, approachable leader who brings energy and clarity, particularly when challenges arise.

**Sunday Services & Facilities role only in place if Facilities Manager is part-time role.*

Third-party Use

- Build strong, positive relationships with neighbours, the local council, contractors, suppliers and other users of the Verso site, acting as a positive ambassador for the church.
- Work with the Administrator & Operations Assistant to ensure lettings and events are well planned and run smoothly, helping third-party users understand expectations and requirements.
- Take ownership of issues as they arise, dealing with them constructively, and develop a trusted network of external partners who support the building's ongoing use and development.

Other requirements

- Comply with all Church operating policies and procedures.
- Contribute to the effective running and development of the Church.
- Carry out church's culture of Christian values and practices in all aspects of the role and in all interactions.
- Participate in the Christian practices of the team e.g. staff meetings, prayer and worship times etc.
- Demonstrate a clear, personal commitment to the Christian faith. *
- Attend line management meetings and weekly staff meetings.
- Participate in annual performance reviews.
- Undertake any training or personal development as required.
- Any other duties reasonably requested by your line of management.

KEY FACTORS

Employee Reports:	Sunday Services & Facilities Support*, Caretaker, Assistant Caretaker, Cleaner, facilities volunteers
Financial Responsibility:	Involvement in annual budget process for relevant areas

* Occupational Requirement

Note: Due to the nature of the role, there is a Genuine Occupational Requirement (GOR) that the post-holder is a practicing Evangelical Christian and is fully aligned with the church's vision and values. You will be expected to be an active member of our church family. The genuine occupational requirement for this post is implemented under Employment Equality (Religion and Belief) Regulations 2013.

This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content. The job description will be reviewed periodically and may be subject to amendment.

The Person

- **Strategic:** able to see the Verso building's potential and how it can support the church's future mission.
- **Proactive** and make-it-happen: spots opportunities and takes action, turning ideas and plans into tangible outcomes.
- Energised by people, with the ability to **lead, motivate and develop** staff and volunteers.
- A **strong organiser** and confident decision-maker who manages competing priorities without losing sight of the bigger picture, and follows things through.
- **Practical, resourceful and solutions-focused**, passionate about creating excellent, safe and welcoming environments.
- Able to build **strong relationships** with staff, volunteers, contractors, suppliers and neighbours, and to communicate clearly enough to bring people with them.
- A **good steward** of resources, able to balance ambition with financial responsibility.
- **Calm and capable** when dealing with unexpected situations and committed to the mission and values of Verso Vineyard Church.

The Heart of the Role

This role is about more than managing a building. It's about stewarding an incredible resource, seeing its potential, leading people well, and creating the environments and culture that enable the church to flourish – ensuring Verso isn't simply maintained, but continually developed as a place where people can encounter God, find community and see the mission of the church come to life.

PERSON SPECIFICATION

ITEM	ESSENTIAL	DESIRABLE
QUALIFICATIONS	• Able to demonstrate a reasonable level of general education • Maths and English to GCSE level or equivalent	• Health & Safety • Manual Handling • COSHH • Working at heights • NEBOSH • First Aid • Defib • Fire Marshalling
EXPERIENCE & KNOWLEDGE	• Facilities management • People management • DIY knowledge • Customer services	• Health & Safety • Risk assessments • Martyn's Law • DIY skills • Security • Working in churches • Working with volunteers
OTHER	• Proactive and able to take initiative • Flexibility to tackle differing tasks and respond to the needs of the building/ministries • Team player • Attention to detail	• Physically able • Active member of Verso Vineyard Church
SPECIAL FACTORS RELEVANT TO THE POST	• Deeply aligned with Vineyard values and theology. • Adherence to the Statement of Faith of Vineyard Churches UK • Adherence to the Vision & Values of Verso Vineyard Church • Able to sign the Evangelical Alliance statement of faith. • Clear DBS – if required • Strong personal faith	