**KING’S CHURCH MID-SUSSEX JOB DESCRIPTION**

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| **ROLE DETAILS** |
| **Job Title:** | Evening Facilities Co-ordinator | **Date** | **03 March 2025** |
| **Reports to:** | Facilities Manager | **Working Hours** | Monday – Friday 3:30pm to 9:30pm25-30 hours per week (dependent on applicant – some flexibility in hours, to be discussed at interview) |
| **Responsible For:** | Facilities  |
| **Salary** | £23,250 pro rata |
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| **Job Purpose:** | The King’s Church Mid Sussex operates The King’s Centre as a church, a conferencing venue and a community centre. The Facilities Co-ordinator will assist the facilities manager in the day-to-day tasks involved in the running of the building. |
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| **KEY DUTIES AND RESPONSIBILITIES** |
| **Building Services, Safety, Maintenance and Environmental** | During their working hours, the facilities co-ordinator is responsible for:* Perform preventative and reactive maintenance, e.g. painting, carpet cleaning, minor plumbing and/or electrical work (DIY standard)
* Responsible for the ongoing maintenance of the building – including obtaining quotes from contractors
* Responsible for first line investigation and response to Health and Safety incidents and near misses
* Assisting staff and hirers in Risk Assessments
* Act as building control for emergency services and hirers during evacuation procedures
* Act as last to exit staff member – physical and alarm security
* Ensuring the security of the building when it is open
* Respond appropriately to emergencies or urgent issues as they arise
* Maintain the online log for defects and responding to queries
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| **Finance** | * Maintain records for invoicing and debt collection purposes
* Responsible for upkeep of data for VAT reporting
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| **Hiring facilities** | * Promote the availability of The King’s Centre in accordance with agreed booking policy, including dealing with online enquiries
* Maintain effective working relationships with all users of the facilities
* Co-ordinate the online booking software (Churchsuite) with the Facilities Manager
* Monitor the facilities email and respond as needed
* Setting up and packing down meeting rooms and auditorium, including moving tables and chairs to hirers requests and for church use
* Low level technical support for hirers – projectors, sound, lighting
* Setting up of auditorium as required for King’s services and meetings
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| **Cleaning** | * Ensure the facilities are always clean and tidy for church activities and external hirers
* Cleaning, stocking and supplying designated centre areas
* Raise orders for cleaning materials on the online platforms
* Using heavy machinery to clean the auditorium and back floors
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| **Additional Requirement**  | * Ability to work additional hours and Saturdays occasionally by agreement with line manager
* Act as Emergency First Aider during work hours and attend necessary training
* Maintain legionella and emergency lighting testing schedule
* To deputise for the Facilities Manager if required
* To attend termly staff days
* Follow all Health and Safety regulations
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Full training will be given to comply with Health and Safety legislation, COSHH guidance, British Institute of Cleaning Science and King’s Centre Risk Assessments.

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| **Personal Characteristics required for the role** |
| **Quality** | **Description** |
| Physical Skills | * Physically fit and able to move furniture on a daily basis, including moving equipment over the two floors of the building
* Physically able to act as building control during an emergency evacuation procedure
* General DIY level skills of building maintenance
* Ability to handle heavy cleaning equipment and machinery
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| Communication Skills | * Excellent written and verbal communication skills for working with diverse Centre users and King’s staff members
* IT literate including Microsoft Office – Word, Excel, Sharepoint and Outlook
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| Organisational Skills | * Organised and thorough
* Excellent attention to detail
* Proactive in resolving issues
* Sees projects through to completion
* Excellent time keeping
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| Personal integrity | * Actively foster an environment which nurtures equality and diversity
* Resilient
* Hard working
* Reliable
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