**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 9:30pm  25-30 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 | | |
| **Finance** | * Maintain records for invoicing and debt collection purposes * Responsible for upkeep of data for VAT reporting | | |
| **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 | | |
| **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 | | |
| **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 | | |

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 |
| 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 |
| Organisational Skills | * Organised and thorough * Excellent attention to detail * Proactive in resolving issues * Sees projects through to completion * Excellent time keeping |
| Personal integrity | * Actively foster an environment which nurtures equality and diversity * Resilient * Hard working * Reliable |