

## Job Description

**Job Title:** Premises Manager (Part Time, initially 20 hours per week)

**Reports to:** Team Rector

### Job Context

Horsham Parish Team Ministry; consists of 3 churches within the Horsham area, St Mary's, Holy Trinity and St Leonards.

St Mary's is the largest church within the parish and is a vibrant parish church at the centre of life and activity very close to Horsham town centre. The church is Grade 1 listed, has a full programme of church services and is very often used for life's celebratory events as well as musical and dramatic productions.

The other two churches that form the Parish of Horsham are Holy Trinity in Rushams Road and St Leonard's in Cambridge Road. Both are more modern structures than St Mary's, both with church hall facilities, used for local and parish events, and have active congregations. At St Leonard's, the principal accountabilities will be items 3,6 & 7, below.

The Parish Offices are at the Church Centre which is located opposite Horsham Museum at the top or 'town' end of this well-known cul-de sac that is adjacent to the Carfax and shopping district. We also own premises at 33 Causeway which abuts the Church Centre and is leased to a tenant, and a car park for 40 cars that has controlled entry between 0800 to 1800 weekdays and is leased to multiple users.

The Church Centre comprises the Barn, Manor Room, St Peter's Chapel and the Docker Room with a net usable floor area of about 400 m<sup>2</sup>.

### Main Purpose

Working against priorities determined by the Buildings and Fabric Committee (sub-committee of PCC), to be responsible for the maintenance and security of all church premises within Horsham Parish as defined above, meeting all health and safety legislation, ensuring excellence in service and a safe environment for all.

### Principal Accountabilities

1. Be responsible for the general upkeep, maintenance and security of church buildings including heating, plumbing and electrical systems ensuring that buildings operate safely and effectively.
2. Be responsible for, and keep a record of, annual maintenance and service programmes including regular maintenance checks ensuring any recommendations and follow up actions are taken.
3. Provide an unlocking and locking service for designated premises **at weekends** when specific events are running liaising with external hirers, when required
4. Ensure that all statutory (Health & Safety, Fire Safety, Environmental Health) and other relevant requirements are met in all buildings controlled by the PCC

5. Liaise with Clergy, Wardens, Office Administrators, Volunteers, building users/hirers and contractors on matters relating to the use, operation and maintenance of all buildings controlled by the PCC
6. Act as first point of contact for nominated premises in relation to fire, security and other emergency, liaising with local emergency services
7. Provide appropriate supervision for cleaning staff and other contractors whilst operating or carrying out work on church premises
8. Assist Church Committee and PCC Treasurer in the management of building/facilities budgets
9. Undertake any other duties as reasonably requested by the leadership team or PCC

**Knowledge, skills, and experience**

- A relevant buildings or facilities management qualification
- At least 5 years' experience of managing buildings with some open/public building operation
- Ability and experience of using Microsoft Office software
- Good interpersonal skills
- Ability to problem solve
- Ability to undertake light maintenance activities (handyman)