

# Renewal

## Job Description

Job Title	Facilities Manager
Pay Band & Salary	Band 3, 40 hours per week
Date	January 2022
Line Manager	Business Manager
Accountable to	Chief Operating Officer (COO)

### Job Role & Purpose

The Facilities manager is responsible for the security and maintenance of Renewal's facilities to ensure that they meet the needs of the church and its employees. The Facilities Manager will ensure all Renewal premises and equipment are maintained to a high standard and that all locations are fit for use. The role will manage day to day operations and assure a smoothly functioning, efficient organisation.

### Key Duties & Responsibilities

- Responsible for the implementation of all issues relating to operational Policy and Planning
- To provide day to day management of cleaning team
- Site development and maintenance, including buildings and grounds.
- To work closely with the Business Manager & Office Manager to ensure shared practice for all projects, events and administrative work
- To work with and support other members of the Renewal team to implement changes and improvements to operating procedures
- To hold keys for the premises and ensure they are opened on time and kept secure overnight
- Main responsibility for alarm key holders and to be available for emergency call outs
- Calculate and compare costs for required goods or services to achieve maximum value for money and liaise with on-site contractors as required
- Ensuring that facilities meet government regulations and environmental, health and security standards
- Manage a team of site operatives to provide a responsive service, involving plumbing, carpentry, electrical, decorating and general maintenance works
- To ensure all work undertaken is to a high standard

- To work with other members of the Renewal team and provide support in implementing changes and improvements.

This job description outlines the key duties that are expected of you within the role although is not an exhaustive list. It may be amended in line with experience, business requirements and as a result of any future organisational change.

## Other Responsibilities

- Respond appropriately to emergencies or urgent issues as they arise and deal with the consequences.
- Manage responses to calls for help or support in a timely manner
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- Contribute to the successful and ongoing sustainable growth and expansion of Renewal in a planned and well-ordered way.
- Propose new ways of working to improve day to day organisational operations
- Ensure all emergency plans are kept up to date and implemented
- To ensure rooms are set up for events or bookings and subsequently packed up
- Design and plan layouts for clients and for events working with other Renewal teams and external contractors to ensure they run smoothly
- Ordering of supplies & stock for site maintenance and cleaning
- Manage ongoing maintenance contracts and negotiate new contracts where necessary ensuring best value for Renewal
- Work closely with Staff Team when large scale projects or extensive work projects are required to minimise disruption
- To keep up to date with role requirements as well as developments at Renewal and act in keeping with the ethos of the Charity.
- To undertake any other duties commensurate with the role, within the bounds of his/her own competence.
- Follow organisational structure, channels of communications and sign-off processes

The post holder is expected to be flexible and accommodating, following consultation, in terms of any changes to the way Renewal operates in the future.

### **Notes on role**

The Facilities Manager will be expected to handle detailed concepts and problems, balance multiple tasks simultaneously, and make decisions regarding policy issues.

They will establish appropriate relationships with other leaders, managers and the staff team.

Hours worked may be outside regular working times and include weekend work wherever necessary.

The Facilities Manager will convey a professional and positive image and attitude regarding Renewal and demonstrate commitment to continued professional growth and development.

## Knowledge, Skills & Abilities

### Knowledge & Experience

- Knowledge and awareness of the remit of Renewal and it's work within the community
- Management or supervision of a team
- Understanding of Health & Safety Law
- Experience of working in a maintenance role

### Skills & Abilities

- You must have the ability to work on a Sunday as required
- General building and maintenance skills
- Communication skills
- Risk assessment knowledge
- Understanding of Health and Safety
- Report writing
- Purchase order knowledge
- Time management skills

### Qualifications

- IOSH Certificate
- Building or maintenance qualification or equivalent experience
- First Aid

### Personal Qualities

- Compassion and empathy in the undertaking of your duties
- High level of integrity, humility
- Focussed, adaptable and willing to learn new skills
- Understand confidentiality and exercise discretion throughout your role
- Resilient

### Job Location

Solihull and other Renewal Locations as required

## For all Employees

### Work to Renewal's Mission, Values & Vision

We Are **Family**: We belong and grow together, working in relationship with each other. We are role models of a servant-hearted approach. In our individual relationships we love one another, encourage one another, honour one another, build one another up and bear with one another.

We Are A **People**: We bring our individual relationships together to form our corporate identity, united as one and with one vision and purpose. As a team we win and learn together.

We Are A **Movement**: We look outwards, continuously moving and seeking to connect the church to the community around us. We are innovative, constantly striving to improve what we do and who we are.

A copy of Renewal's Mission, Values and Vision document will be made available to you as part of your induction to Renewal.

### **Flexibility**

You are expected to be flexible in your approach to fulfilling your role and supportive of your colleagues in the delivery of all services within the community and within the Church.

### **Safeguarding**

All Renewal staff and volunteers are expected to acknowledge the duty of care to safeguard and promote the welfare of children and vulnerable adults and should all be committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice at all times. You have a duty to report any concerns to the Renewal Safeguarding Officer.

Where necessary for your role you may be expected to hold a DBS check (either Basic, enhanced or standard depending on role)

### **Health & Safety**

To comply with the Health and Safety at Work etc. Act 1974.

To take responsibility for your own health and safety and that of other persons who may be affected by your acts or omissions.

To attend and observe Fire Safety Training and instructions.

### **Equality & Diversity**

To carry out at all times your responsibilities in line with the Renewal's Equal Opportunities & Dignity at Work Policy and Procedure.

### **Confidentiality & Data Protection**

To maintain confidentiality of information relating to the church, its congregation, clients, staff and other users of Renewal in accordance with the General Data Protection Regulations including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/or prosecution.

**Renewal Solihull**

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