

Holy Trinity West Bromwich



Role Description: Facilities Manager

Context

Holy Trinity Church, West Bromwich, is seeking to appoint a facilities manager. Experience in the management of a facility in the hospitality, healthcare or education sectors would be an advantage.

Holy Trinity is a growing, reformed evangelical Anglican church. West Bromwich is a deprived multi-ethnic town in the Black Country, west of Birmingham. The congregation is ethnically and educationally very diverse and has members of all ages who are united by grace and truth in Christ Jesus. The ability to speak another language such as Punjabi, Urdu, Farsi or Polish is not essential but would be an advantage. Candidates should be able to demonstrate the competencies and character set out below.

Our facilities include an early Victorian church building (1841), an adjoining church hall, constructed in the early 1970s and a closed churchyard with a carpark. We are in the process of upgrading the buildings to make them more accessible, flexible, visible and less expensive to the planet and our pockets to heat. The facilities manager will form part of the project team. Experience in building projects would also be an advantage.



Accountable to

Accountable to the PCC.

Supported by

Supported by the Incumbent (line manager), Church Wardens, Parish Administrator and volunteers.

Remuneration and leave

£661 pcm (£26,437 fte).

Part Time 12 Hours per week (one and a half days).

The working pattern is negotiable. (i.e. 3 x 4 hours or a day and a half)

Length of Contract

Permanent (subject to probationary period of 3 months, with a view to make it permanent, dependent upon funding.) after which 3 months notice is required from either side.

Contact details for further information and/or applications

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1 Burlington Road
West Bromwich
B70 6LF

Person Description

- It is not a genuine occupational requirement for a candidate to be a practicing Christian believer or member of a church; it is necessary for candidates to have an understanding of and, as a minimum, sympathy for the Christian faith.
- If candidates have similar experience, competency and character, priority will be given to committed members of Holy Trinity Church.
- You will have excellent communication skills – oral and written - and the ability to communicate effectively with a wide variety of contractors, funders, external bodies and the PCC.
- You will have good organisational and administrative skills.
- You will have the ability and experience to prioritise and manage an unpredictable workload.
- You can demonstrate an ability to successfully manage staff and volunteers.
- You will have the ability to successfully work on your own or within a team setting.
- You will be happy to do a wide range of tasks from the important though seemingly menial (eg cleaning toilets, moving furniture etc) to the more complex (eg developing or revising at policies, training, risk assessments, contract management).
- Knowledge and experience of implementation of health and safety legislation, policies, issues and procedures as they relate to a public building.
- Some knowledge, experience or interest in technical systems like IT, AV and sound systems and a willingness to be trained.
- Educated to at least A level standard or relevant work experience.
- You will be flexible, happy to undertake routine work where necessary, and be reliable in all that you do.
- Accountability. The post-holder is responsible to the Vicar for her/his day-to-day work.

Desirable

- Practical Skills eg painting, building maintenance.

Duties and responsibilities

Facilities management

- Responsible for ensuring that the building is kept clean and neat and ready for events.
- This will include oversight of two cleaners, one who cleans the hall on a twice weekly basis and one who cleans the church building once a week. Regular work reviews and inspections should be diarised or scheduled as needed.
- Responsible for the security of the building by ensuring that the alarm system is maintained and fit for purpose and training is given as required.
- Overseeing the security of the building.
- Advising the vicar and wardens on furniture or equipment needs in the building
- Responsible for ensuring that facilities owned, leased or appropriated to the church are fit for purpose and in good working order and liaising with appropriate bodies/contractors.

Maintenance

- Establish, maintain and manage a schedule of planned maintenance for church buildings and grounds
- Working with the PCC to establish an annual budget
- Monitoring and working to the annual maintenance budget
- Identifying and responding to any maintenance issues and ensuring they are followed up in a timely manner Keep inventory and church log book up to date
- To arrange and oversee appropriate contractors
- To arrange a filing system for certificates and correspondence.

Health and safety - responsible for Health and Safety in the building and with the users which includes:

- maintaining a good understanding of Health and Safety issues and other regulatory guidelines for building safety and ensuring they are followed.
- ensuring health and safety policy and process is fit for purpose, ensuring risk assessments are in place for the building, training others in health and safety and the use and drafting of risk assessments.
- kitchen and food management – ensuring policy is fit for purpose, responsible for training users, and maintaining an overview of our approach to kitchen and food management being trained as a first aider and ensuring that first aid kits are complete – ensuring appropriate first aid cover on site for bookings and events. Ensuring training is in place for key volunteers and staff members.

Fire management

- Responsible for Fire management which includes ensuring fire management policy and process is fit for purpose, responsible for training users, ensuring the annual risk assessment takes place and following up on recommendations.

Testing and Inspection

- To manage testing and inspections of various equipment is carried out by competent contractors, liaising with them onsite and keeping records of servicing. Ensuring that any recommendations are discussed with the vicar and church wardens and decisions are followed up To manage portable appliance testing

Systems

- Troubleshoot issues with church IT, Broadband and photocopier.
- Oversee the maintenance and upgrades of the AV and sound systems in the church
- Train volunteers/staff on the use of the AV systems as appropriate
- Maintain the asset register
- Recommend to PCC upgrades when necessary

Procurement

- To submit procurement requests to the church office for items for cleaning and maintenance.

Grounds

- Ensuring that the grounds of the church are kept clean, safe and well maintained in collaboration with Sandwell MBC churchyard team.

Manage resources

- To oversee the use of storage space to make sure resources are stored sensibly and safely

Projects

- The re-ordering project will form a separate contract

General

- To manage the budget for maintenance and service contracts.
- Take an active role in the buildings and ground group which will meet termly.
- Make a written report two weeks prior to each PCC meeting, summarising work done between each PCC meeting (four per year)
- Manage a lost property system.
- Be a member of the staff team and take part in staff meetings, which include times of prayer, as mutually agreed
- Participate in the in-house training provided by the church and to pursue any other appropriate personal and professional development.
- Undertake such other tasks as may be delegated by his/her line manager.

Requirements

- Up to date DBS check and safeguarding training.
- Observance of familial confidentiality, discerning what should be kept confidential and what should be exposed and to whom.
- Participation in staff 360 reviews and annual working agreement reviews.

Closing Date for applications: 24th July 2026

Interview dates:

Any appointment will be dependent upon successful DBS checks, references and probationary period of 3 months.