



FACILITIES MANAGER

2023

Thank you for your interest in joining the Operations Team at Ps & Gs in Edinburgh. We are looking for collaborative, dedicated, cheerful and flexible people to be part of our team as we make church happen together. If you have attention to detail, good experience in facilities and buildings management and want to be part of a supportive, fun-loving and hard-working team in Scotland's capital, please read on!

Role type:	Part-time, permanent
Reports to:	Operations Director
Direct reports:	Facilities Team <i>Church Housekeeper, Lead Caretaker, Caretakers</i>
Office location:	10 Broughton Street

About the role

The key objective is to oversee the maintenance and safe day-to-day running of Ps & Gs buildings – the Church, and offices at 10 and 12 Broughton Street and 40 York Place. The facilities are required to be managed in line with the church's vision and strategy and the requirements of the Scottish Episcopal Church (SEC) and the relevant Health & Safety authorities.

Overview

1. To ensure a safe, secure and comfortable environment in Ps & Gs facilities
2. To manage and supervise the facilities team
3. To develop and oversee a preventative maintenance plan
4. To have oversight of budgets relating to facilities, fabric and maintenance
5. To ensure compliance with Health & Safety policies and procedures
6. To be responsible for cleanliness, hygiene and waste management
7. To have oversight of service contract management and external contractors
8. To play a key role in facilities development and improvement projects
9. To collaborate with the property manager on matters of health & safety and buildings infrastructure

Key tasks and responsibilities

1. Day-to-day facility maintenance management

- To ensure a safe, secure and comfortable environment in all buildings listed above
- To forward-plan and ensure multi-use facilities are prepared and well-presented before use
- To ensure the church is set up for all Sunday services and special services such as baptisms and weddings
- To ensure fixtures, fittings, furnishings and decoration are kept to a high standard
- To ensure the fabric of the building is maintained to a consistently high standard
- To carry out regular checks, inspections, internal and external grounds walk-about
- To ensure routine maintenance and ad hoc repairs are carried out to a high standard and by suitable qualified people
- To keep accurate records of maintenance tasks

2. Management and supervision of the facilities team

- Manage and develop the Housekeeper
- To be involved in the management and training of new facilities team members
- To supervise the facilities team and manage their rota, prioritise activity and ensure their development
- To promote a culture of safety awareness, best practice and risk assessment
- To collaborate with the Events Manager in the deployment of facilities and events team and to share resources as required

3. Forward planning and preventative maintenance

- To develop and update a proactive and preventative costed maintenance plan
- To oversee and supervise any church volunteer maintenance project teams ensuring safety and high standards of work
- To ensure service contracts are in place and are effective

4. Budget control

- Prepare and maintain facility operational budgets with the Finance Manager and in collaboration with the Property Manager
- To ensure cost control and wise stewardship of resources

5. Health & safety compliance

- Ensure compliance with the Church Health & Safety policies and procedures
- To ensure the Church meets standards in: fire safety, security and surveillance, gas safety, electrical safety, environmental health, COSHH, Legionella safety, general risk assessment, first aid and accident reporting
- Collaborate with Property Manager on matters of Health & Safety to ensure good stewardship and efficient use of resources

6. Cleaning, hygiene, waste and the environment

- To be responsible for cleanliness and hygiene standards in all buildings
- To supervise the Church Housekeeper and manage their rota, activity and development
- To ensure that the management of waste from all buildings is accomplished in a compliant, cost effective and environmentally sustainable manner
- To help Ps & Gs, collaborating with the Property Manager, fulfil the Scottish Episcopal Church's ambition to reach net zero carbon emissions by 2030 ([more information here](#))

7. Service contract management and external contractors

- Build and maintain strong business-to-business relationships with facilities suppliers and contractors
- Review service contracts and ensure they are competitive and delivering good value and service
- Hold contract providers to account ensuring they are meeting service delivery requirements
- To be involved in renegotiating new contracts as required
- To manage all aspects of external contractors; costings, appointments, safety and quality control

8. Facility development and project management

- Liaise with Operations Director to ensure facilities are developed in line with Ps & Gs vision and strategy
- To suggest, cost, resource and oversee small projects and improvements
- To be part of a project team to carry out larger refurbishment projects and developments

9. Collaboration with the Property Manager*

- Provide advice and support
- Collaborate to provide best value and use of resources across the estate

*The **Property Manager** (2 days/week) has a remit to oversee the infrastructure of the main church building (exterior maintenance such as roofs and stonework), the management and maintenance of two rectories and to ensure general H&S compliance across the estate.

10. General

- To carry out any other duties that may reasonably be required in line with your main duties and responsibilities, as the need arises
- To provide very occasional out of hours response to facilities emergency, offering assistance (usually over the phone), advice and problem-solving as required

About you – person specification

The operations team handles the day to day running of Ps & Gs. As a team, we work closely together with a supportive and collaborative approach to **make church happen**. As such, we are seeking hard working, motivated, proactive and flexible people to join us. You should have excellent inter-personal skills and enjoy building positive collaborative relationships with others. We need someone with a real eye for detail who notices the things that others simply don't!

You will:

- Be able to demonstrate experience in effective facilities management that will enable you to meet the requirements of this role
- Support the [vision](#) and [values](#) of Ps & Gs and be in sympathy with the Christian aims of the church including our [strategy](#)
- Have proven experience of supervising or managing a team
- Possess strong practical problem-solving skills relating to buildings and facilities
- Have practical experience in Health & Safety management within a facilities context
- Be able to build good relationships with external contractors
- Have an eye for detail, but have the ability to see the bigger picture
- Have very high standards relating to cleanliness, hygiene, presentation and appearance of facilities
- Have proven experience of budget-holding and managing projects on time and on budget
- Be organised and adept at forward-planning
- Be a team-player who is able to be flexible and on occasions work under pressure
- Possess good communication skills, both written and verbal
- Be computer literate and be confident using Microsoft Office 365 applications

Desirable:

- Experience in tendering processes
- Experience in overseeing building projects, renovations, or refurbishments
- Experience in a hands-on maintenance, DIY projects or engineering

Job Benefits

- Salary range is £22,000 – £24,500 pa pro rata, depending on experience (£11,000 - £12,250)
- You will be entitled to five working weeks holiday per year, plus five designated public holidays, plus five public holiday days allocated pro rata. Based on this role being 17.5 hours (2.5 days) per week, you would be entitled to **20 days per year** (12.5 + 5 + 2.5)
- Additional Christmas leave days (usually 3) between Christmas and New Year as directed by Vestry
- Prayer and study days; 2.5 per year

Further job information and conditions

- Start date: as soon as possible – January/February 2023
- The role is permanent but has a mutually-reviewable probationary period of six months
- The role is initially 17.5 hours per week, excluding breaks, working over two and a half days/week
- Hours will be agreed at job offer stage; there may be very occasional evening working
- The notice period is three months
- The role reports to the Operations Director and is appraised annually

Looking for a full-time role?

We are open to one person filling 2 part-time roles and have flexibility to adjust working hours accordingly. Over the coming weeks, we will have other live part-time roles in Production and Caretaking, and in the future may have roles in Events and Administration.

Next steps

To apply for this position, please complete an application form and return by email to David Shanks by Monday 19 December 2022

- Download the [application form here](#) and complete it fully
- Email it with a copy of your current CV to **david@psandgs.org.uk**
- If you have any queries, email **david@psandgs.org.uk** or call 0131 556 1335

We look forward to hearing from you!