**EDINBURGH NORTHWEST KIRK: Cramond and Pennywell (ENK)**

An opportunity has arisen for the appointment of a ‘Facilities Officer’ for ENK . This is envisaged as a permanent post starting from a mutually agreed date with a 35 hour working week, which will include some working both at weekends and in the evenings - with flexibility in which days are worked and 28 days holidays a year. A job share may be possible.

The Kirk operates a Nest Pension Scheme. The successful candidate will be eligible to join this scheme.

Salary £29,000 per annum

Edinburgh Northwest Kirk: Cramond and Pennywell (‘ENK’) was formed in September 2023 by the union of Cramond Kirk and The Old Kirk and Muirhouse.

The buildings consist of

* Cramond Kirk, 18 Cramond Glebe Road
* Cramond Kirk Halls, 1 Kirk Cramond
* Pennywell Kirk and Halls, 42 Pennywell Gardens
* ENK manse, 35 Silverknowes Road
* Old Cramond Manse, 16 Cramond Glebe Road (currently let on a residential tenancy)

The successful candidate will be responsible for the operation of the above properties, to include regular routine maintenance, heating, cleaning and staffing where appropriate.

You will be an active member of the Ministry team which currently includes the Minister, the Pastoral Assistant, Session Clerk, Kirk Secretary and the Beadle.

You will have direct responsibility, as part of the hall team, for day-to-day management of the maintenance person, Pennywell cleaner and the Hall Staff.

Your line manager will be someone appointed by the Kirk Session.

The activities of the Facilities Officer will include:

**Cramond Kirk:**

Liaising with The Beadle on the opening and closing of the kirk buildings on a Sunday and at times during the week to cover weddings and funerals, and other church services and events.

The heating, cleaning and tidying of the Sanctuary and the identification of any maintenance requiring attention.

**Cramond Kirk Halls:**

The Kirk halls are used by many regular community groups and in addition have bookings for parties, weddings and other functions.

Organising the opening, closing and security of the halls, including being a ‘Key Holder’. There are both fire and intruder alarm systems in operation.

Setting up rooms, cleaning and identifying any maintenance required to ensure the safety of all hall users. Ensuring that there are hall staff on duty when the halls are in use.

**Pennywell Kirk and Halls:**

The opening and closing of the Kirk and Halls is currently managed by volunteers. Liaising with these volunteers, identification of any maintenance required to ensure the safety of all hall users.

**ENK Manse**

Organising the maintenance and assistance to the Minister and their family for the carrying out of these items.

**Cramond Kirk Manse**

Currently this property is a residential let. Liaising with the tenants.

The above lists the key areas of responsibility for each property but is not exhaustive.

**The Key responsibilities of the role are:**

**Welcoming** hall users and setting up halls when required.

**Arranging for maintenance** and works to be carried out, in conjunction with Property Team approval and budget. Managing the maintenance person and where necessary outside contractors to ensure repairs are carried out and routine maintenance undertaken efficiently and timeously.

**Cleaning** – maintain daily the cleanliness of all church areas – through the cleaner in Pennywell and directly at Cramond. Ensuring there are cleaning supplies available.

**Groundskeeping**: In winter maintenance of paths and walkways, including clearing of snow, gritting paths and ensuring areas of carparking and roadways are kept clear. Clearing of leaves and any other maintenance not covered by the Gardener.

**Record keeping**: Organising all items of routine maintenance, annual inspections and work undertaken. Obtaining estimates and all relevant information from contractors including details of their insurance and risk assessments. Submitting these to the Property Team for approval where appropriate. Approving invoices once the work has been completed and passing these to the Finance Team for payment. Keeping all appropriate records required.

**Co-ordination** – work closely with the Property Team (to include attending Property Team meetings), all volunteers and other church members and be an active member of the Ministry team both in Pennywell and Cramond. Organise completion of timesheets for staff and the submission of these to Finance Team as basis for facilitation of payment of wages.

**Website –** liaising with the Halls and Kirk Admin team to ensure Halls website is regularly updated.

**Qualifications**

Excellent interpersonal and communication skills including email and basic computer skills.

Ability to work independently and as part of a team and to use own initiative in dealing with day-to-day issues.

Ability to deal effectively with fellow team members and outside contractors.

Organisational skills and the ability to work to deadlines.

Physical stamina and ability to lift heavy objects and perform physically demanding tasks.

Knowledge of property management, to include health and safety.

Ability to complete and manage risk assessments.

Experience of cleaning to the highest standard and knowledge of good hygiene standards.

Positive, can-do attitude.

The candidate will require to hold a PVG (which the Church will apply and pay for) and to undertake Church of Scotland Safeguarding Training.