

## **St-John-in-Bedwardine and St Michael's, Worcester Estates Manager Job Specification**

Hours            9 hours per week.

Salary           £12 per hour, with paid holidays of 5.6 weeks per year, including bank holidays. A pension scheme is operated and offered in accordance with statutory requirements. The Estates Manager is employed by the Joint Council and the line manager is one of the Churchwardens or other person specified by the Joint Council.

Start Date      2 January 2024.

The Joint Council is looking to appoint a part time Estates Manager with responsibility for the church buildings and associated properties. Working hours are generally flexible and some tasks can be done from home, but the role requires being personally present on site for some core tasks.

It is essential that the person appointed has reasonable DIY skills and a level of physical fitness sufficient to undertake basic maintenance tasks. They will also need basic administrative skills, including a degree of familiarity with Microsoft Word, Excel and Outlook, along with an ability to manage several tasks and duties simultaneously. Experience working in a remote team, project management skills and previous experience of monitoring health and safety would all be desirable.

The general responsibility of the Estates Manager is to ensure the efficient running of the parochial buildings by:

- Carrying out the safety checks as described in the 'Safety Policy' book and arrange for regular testing/inspection of items to be carried out as necessary
- As part of the Safety Policy, acting as Health and Safety Officer for the church
- Carrying out such practical maintenance tasks around the church as the employee can competently and safely undertake
- Responding to any maintenance or safety issues highlighted by church members
- Responding to requests for building related matters from the Joint Council
- Keeping the Joint Council informed on building related issues
- Being a holder of the relevant budget and accounting for that budget appropriately, including monitoring and authorising spending on general, everyday repairs within the annual budget allocated by the Joint Council
- Liaising with contractors to obtain quotes, monitor work and arrange payment
- Liaising with the church architect to obtain advice where necessary and arrange for the five yearly quinquennial inspection to be carried out. Arrange for the items highlighted in the quinquennial report to be actioned or flagged to the Joint Council as appropriate

- Liaising with the Diocesan Advisory Committee (DAC) for advice, where necessary, and obtain List B approval or full faculty approval for work as per faculty jurisdiction rules
- Acting as a liaison point for the church cleaners
- Acting as the point of contact for the Joint Council with the Diocese of Worcester and the property managers for the lease agreement for St Michael's
- Acting as the liaison and contact point for the Joint Council's buildings related service suppliers (for example, but not limited to, energy, water, telecoms)
- Liaising with Worcester City Council on the maintenance of the closed churchyard
- Completing the annual Entrust return
- Completing the 'Circuit' checks of the defibrillator and report its status and arranging for the delivery of new pads before the expiry of the existing ones
- Producing the Estates Manager's report for the Annual Parochial Church Meetings (APCM)
- Programming the heating of St John's Church and the Blakefield Room in accordance with the schedule produced by the Parish Administrator
- Periodically reviewing and update the Asset Management Plan
- Keeping the lawn in front of the Parish Office mowed and clear of any fallen apples
- In respect of the house at 16 Heron Close and the Flat at 1a Bromyard Road, acting as the contact point for Andrew Grant and the respective tenants for all communications (including but not limited to maintenance issues), and ensuring safety checks and all other statutory duties are fulfilled.

The above is not an exhaustive list and the post holder can be expected to undertake other duties commensurate with the responsibilities of the position as required.

Applicants should send a CV and covering letter or e-mail to Gordon Templeton at [gordon.templeton@wcw.church](mailto:gordon.templeton@wcw.church) by Friday 24 November 2023. Interviews will take place during the week of 27 November.