



Overview	
Job title	Building and Facilities Manager
Location	Holy Sepulchre, The National Musicians' Church, Holborn Viaduct, London, EC1A 2DQ
Pay range	£6,630/annum (£29,250 Full Time Equivalent). Contracted for 8.5 hours per week
Pension	Voluntary pension available with 5% employers contribution
Work pattern / hours	8.5 hours per week with additional hours possible for events and restoration projects
Contract	Permanent
Date	
Reports to	The Operations Manager

Role purpose
<p>The Buildings and Facilities Manager is a key role within the Operations team, working with the Priest in Charge (PiC) and the Operations Manager (OM) to provide effective stewardship and management of our wonderful, busy church building. The Buildings Manager will ensure that the church is a clean, well maintained, safe, and welcoming space to enable ministry, events, and hire activity.</p>

Role context
<p>Holy Sepulchre has embarked on a new and exciting journey, taking the rich musical and military heritage of Holy Sepulchre as inspiration to further its contribution to the Common Good, operations are gradually up-scaling. From our Grade I listed church on Holborn Viaduct, we have been working to re-establish relationships, bringing local partners together to support and enrich the lives of people in all seasons of life, young and old, well and unwell, homed and homeless. We are now open more regularly, offering weekly services, concerts, exhibitions, visitor content, spaces for hire, and 'warm spaces'.</p> <p>Holy Sepulchre has a rich history dating back to c.1450 when it was rebuilt by Sir John Popham. After being gutted in the Great Fire of London in 1666, the interior was completely rebuilt under the guidance of Sir Christopher Wren. Recent restoration works have helped restore its beauty and order, including choir stalls and pew repairs, chapel lighting, CCTV, and establishing the Harmony Zone and Compassion Corner. However, further work is needed to fully protect the building from water ingress, undertake repair and redecoration work around the church and in both our chapels. All these works will enable us to increase the range and inclusivity of commemorative, celebratory and cultural events, functions and educational activities we can offer.</p>

### Key responsibilities

- To design and implement, in consultation with the PiC and OM, a strategic repair, maintenance, and building development programme.
- Identifying and carrying out routine maintenance around the site (occasional working at height required- Training can be provided)
- Health and Safety oversight
- Security oversight
- Utilities management
- Liaising with Tenants of the Church Flat regarding routine and reactive maintenance.
- Arranging Contractors to carry out scheduled and reactive maintenance in the Church Building
- Keeping accurate records of all works required/scheduled/carried out.
- Working with the Operations Manager to make sure that budgets are adhered to.
- Overseeing the cleaning schedule for the Church and liaising with the cleaning company.
- Regular testing and logging of fire alarm systems
- Regular PAT testing of electrical equipment and keeping accurate records (Training can be provided)
- Regular programming of electronic door locks and keeping records of key holders up to date (Training can be provided)

### Key attributes, skills, knowledge and experience

#### Skills

- A demonstrable track record of buildings and premises management
- Experience of working with contractors and tradespeople
- Experience in organising and overseeing projects from beginning to end, including resourcing and instructing of contractors.
- Knowledge and experience of legislation and best practice relating to Health and Safety.
- Knowledge and experience of improving sustainability is desirable.
- Some skill/interest in maintenance and minor repair work

#### Personal Attributes

- Proactive problem solver with strong organisation skills
- Excellent interpersonal skills
- Excellent written and spoken communication skills.
- excellent time management and the ability to prioritise effectively.
- Good level of IT skills and knowledge of Microsoft Office programmes
- Flexible and cooperative team player
- Self-motivated and able to work without close supervision.
- Able to work at height (training can be provided)
- Demonstrate empathy for the vision, mission, and values of The National Musicians' Church
- Respectful of all with understanding of diversity and inclusion