

SOUTHWARK

◆ CATHEDRAL ◆

Job Description

Job Title: Facilities Manager

Reports to: Head of Property

Key Relationships: All staff in the Property Department, Chief Operating Officer, Cathedral Accountant, other Heads of Department

Salary: £31,000 per annum

Hours of work: 35 hours per week (excluding lunch breaks). Requests for flexible working hours will be considered. Some general flexibility will be required to allow attendance at evening meetings and events.

Role Purpose

Southwark Cathedral has been a place of Christian worship for over 1400 years. Now it stands on the vibrant and exciting regenerated south bank of the Thames surrounded by cultural venues such as Tate Modern, Shakespeare's Globe and Borough Market, the offices of major companies as well as schools and diverse residential communities. It is an inclusive Christian community that offers a welcome to all.

We're looking for an experienced, proactive, and talented Facilities Manager to help oversee the maintenance and repair works to the Cathedral church, Cathedral buildings and other Cathedral properties and assist in the delivery of work necessitated by the Quinquennial Inspection Reports.

The postholder will play an important role in the management, maintenance and repair of the Cathedral site and properties and implement, in consultation with the COO and the Head of Property, the strategic maintenance programme for the Cathedral site and property portfolio.

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Main Duties and Responsibilities

Site Management

- Develop a system of routine site checks and a planned maintenance timetable across the property portfolio to ensure that regular maintenance works are carried out on time and within budget, and seek the most cost-effective way of programming these works
- Carry out regular site inspections to ensure that the entire Cathedral precinct is kept free from litter and in good order and maintain a vigilant eye on the Cathedral precinct in relation to security
- Ensure all maintenance issues and faults are identified and rectified as soon as possible and liaise with the Head Verger over any issues of concern with regard to Health & Safety
- Assist the Head Verger and Head of Property in compiling the annual risk assessments of Cathedral activities where necessary
- Liaise with the Property Team with regard to the day-to-day maintenance of the Cathedral buildings and churchyard
- Manage maintenance of the Cathedral's staff accommodation, rental residential properties and let parking spaces and engage with commercial tenants and neighbouring buildings
- In consultation with the COO and Head of Property oversee the maintenance and repair works to the Cathedral church, Cathedral buildings and other Cathedral properties and assist in the delivery of work necessitated by the Quinquennial Inspection Reports
- Carry out minor maintenance and repair work when required or in the absence of the Maintenance Assistant
- Oversee the management of external contractors who are operating on site, including all contracts, communications, supervision of workmanship and quality, and record keeping
- Liaise with the Head of Property and the Cathedral's specialist advisers in connection with major repair and maintenance works as necessary
- Work within agreed maintenance budgets seeking, wherever possible, the best value for contracted work and services
- Carry out, with the Cathedral Accountant, regular tendering processes for cleaning and suppliers' contracts to ensure the best price and levels of service are achieved
- Implement, in consultation with the COO and the Head of Property, the strategic maintenance programme for the Cathedral's property portfolio

Security and Health and Safety

- Remain vigilant at all times for the security of the Cathedral premises
- Check that public areas and working areas and practices are kept safe and free from hazard
- Take action when needed to implement emergency procedures
- Act as Fire Marshall and Lockdown Marshall
- Ensure that all relevant legislation, including Health and Safety legislation and CDM Regulations from time to time, is complied with and that appropriate policies and procedures are implemented

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- Maintain and deliver emergency resilience plans
- Ensure compliance with relevant legislation and statutory codes of practice, as advised, e.g. legionella, asbestos, fixed wire and other electrical testing, gas safety, etc.
- Manage the preparation of conference rooms including audio visual requirements

Team Working

- Under the Head of Property's direction, instruct and supervise the Property Team, delegating roles and responsibilities as appropriate
- Under the Head of Property's direction, instruct and supervise the programme of works (major programmes of conservation and repair, routine maintenance schedules and ongoing property refurbishment and upgrades with appropriate planning and reporting)

Sustainability

- Assist in the implementation and monitoring of the Cathedral's energy management and waste strategies

Additional responsibilities

- Any other responsibilities as may reasonably be required
- Ensure that the highest standards of professional performance are maintained
- Promote equal opportunities in the work of the department
- Participate in the arrangements for this role's performance review and appraisal
- Ensure that professional skills are regularly updated through participation in training and development activities.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

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Person Specification
Qualifications <ul style="list-style-type: none">• Professional qualification in a relevant subject or discipline preferred
Skills/Aptitudes <ul style="list-style-type: none">• Ability to work in a complex organisation with multiple stakeholders• Ability to work with heritage and built environment professional advisers
Knowledge/Experience <ul style="list-style-type: none">• Knowledge and experience of improving sustainability• Experience of heritage sites and conservation with the ability to work with and instruct the delivery of work by specialist heritage craftsmen• Experience in organising and planning construction projects from beginning to end, including resourcing and instructing of contractors• Knowledge and experience of legislation and guidance relating to the built environment and in particular heritage sites• Proven track record of understanding budgeting, costing and financial management of construction works and/or projects and ability to work within budgetary constraints• Knowledge and experience of legislation and best practice relating to Health and Safety, security etc.• Experience of maintaining safety to persons and to heritage fabric during installations and rigging for temporary events
Personal Attributes <ul style="list-style-type: none">• Demonstrates creative thinking and initiative• Proactive problem solver• Excellent interpersonal skills and willingness to work patiently and constructively with others• Excellent written and spoken communication skills• Excellent IT skills• Flexible and cooperative team player• Self-motivated and able to work without close supervision• Able to work at height• Demonstrates empathy for the vision, mission and values of Southwark Cathedral• Respectful of all with understanding of diversity and inclusion as core values at Southwark Cathedral• Willing to work flexibly including occasional evening and weekend work

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Southwark Cathedral is committed to being an Equal Opportunities Employer. We believe in promoting and building a diverse and inclusive team, and workplace, culture and governance structures that are welcoming to and respectful of all. We welcome applications from all suitably qualified people whatever their ethnicity, background, age, disability, long term condition, sexual orientation, gender identity, or any other characteristic protected by law.

Safeguarding is at the core of all we do. We follow best practice for Safer Recruitment.

Terms and Conditions

Working Hours

The working hours shall be 35 per hours as week, exclusive of meal breaks. Flexible working hours will be considered. Some out of hours working will be required to support events and weekend openings and this will be notified in advance. Time off in lieu will be awarded in line with Southwark Cathedral's policy.

Annual Leave

34 days per annum including statutory bank holidays, with an additional 5 days after 10 years service.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Season ticket loan

Once the probationary period has been completed satisfactorily, the person appointed will be eligible to take out a season ticket loan.

Pension

The person appointed will be eligible to join a defined contributions pension scheme managed by the Church Workers Pension Fund. The Cathedral will contribute half of the annual premium of 10% of salary.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give one month's notice should you wish to resign and will receive a minimum of one month's notice.