

SITE & PREMISES MANAGER - SHOREDITCH

REPORTING TO: Lead Pastor, Shoreditch

WORKING HOURS: Sunday to Thursday, 35 hours per week

SALARY: In the region of £28,000, dependent on experience

SAINT is a fast-growing and diverse church meeting across multiple East London locations, with a vision to bring Hope to the People of East London. SAINT is part of the Church of England.

To support the vision, we are recruiting a Site & Premises Manager for our Shoreditch location to play a key role in the day-to-day management of our buildings and facilities on a busy and growing site. Working with the Shoreditch team & others, they will ensure buildings and spaces are managed well, safely and compliantly and that Sunday Services are executed smoothly and effectively.

The Site & Premises Manager role will be divided between weekly responsibilities, and responsibilities on Sundays:

MONDAY TO THURSDAY

- On Thursdays, assisting the running of Shoreditch Lighthouse lunch, with the Head of Lighthouse
- Managing maintenance schedules and contracts, ensuring regulatory compliance and good maintenance of mechanical and electrical equipment, health and safety equipment and other essential items.
- Day-to-day management of and liaison with tenants at Shoreditch Church, including Foundation for Change and desk rentals.
- Ensuring Shoreditch Church, the Church Hall, and other premises are stocked with adequate supplies of consumables for Sunday services, including cafe items, flyers, pens, cleaning equipment, consumables and other regularly used items.
- Managing storage at Shoreditch Church, ensuring the maintenance of good order, and keeping items where they are meant to be stored.

- Keeping Shoreditch Church clean and tidy and in good order, including keeping external bins tidy, removing items that are out of place, and resetting rooms back to their correct layout after use
- Keeping the forecourt clean and tidy and in good order.
- Logging and highlighting maintenance issues for repair, organising contractor visits, and carrying out basic weekly maintenance as required
- Management of maintenance contracts, letting in contractors, and ensuring relevant equipment is maintained in a timely and compliant fashion
- Management of Health & Safety procedures and policies, testing and inspection of Health & Safety equipment, and keeping relevant records
- Writing and monitoring risk assessments for church events and commercial hires
- Liaison with key stakeholders on day-to-day issues, including but not limited to: Spitalfields Crypt Trust (SCT), Foundation for Change, Hackney Council, and others.
- Day to day management of cleaners and cleaning contracts for Shoreditch Church.
- Event and facilities management for Hackney Church Experiences Limited Events, as required, with respect to Shoreditch Church.
- Providing facilities and operations assistance to SAINT Special Projects, including Focus, Renaissance, Christmas, and Easter

SUNDAY - 8AM to 8PM

- To recruit and lead a new Shoreditch 'Bump Crew' to work from 8.30AM to 10.30AM to do the following in Shoreditch Church: set out the chairs; arrange flyers and pens on the chairs; set up for Sunday cafe; sweep the main entrance; stock and check the toilets; assist kids team; and other miscellaneous tasks that may be required
- To manage Sunday security guards, and to take overall responsibility for the security of the building during Sunday services

- During services, to assist welcome and cafe crews with executing their roles, to ensure the cafe is adequately stocked, that the correct number of chairs are out, and to take a headcount
- To ensure the building is packed away and left clear and tidy after church services, ready for the next use of the building.

OTHER

- Assistance with other areas of church life, according to skills and demand
- Ideally, the successful candidate will possess a full UK Driving License