



## **HEAD OF BUILDINGS & ESTATES - JOB DESCRIPTION**

**REPORTING TO:** Director of Finance & Operations

**WORKING HOURS:** Between three and five days per week, depending on applicant preferences

**BASED IN:** Hackney Central, East London

**SALARY:** Dependent on qualifications and 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 in Jesus' name. SAINT is part of the Church of England. We are on a mission to see thousands of people of all ages connect with Jesus in the years ahead, and build a meaningful and hope-filled expression of local church that will serve the community in a healthy way. With over 150,000 people visiting SAINT each year across 6 historic church buildings, beautiful public spaces, and busy community facilities, the creation of an outstanding physical environment is vital to everything we do, from growing church services to world-class live music and events.

To support the vision, we are recruiting an experienced professional to the new role of 'Head of Buildings & Estates' to manage and maintain SAINT's diverse and growing property portfolio, to play a leading role in key capital projects, and to help create beautiful, functional and welcoming spaces in which mission and ministry can thrive and reach tens of thousands of people each year.

### **CORE RESPONSIBILITIES WILL INCLUDE:**

- Overall responsibility for the management and maintenance SAINT's property portfolio, including church buildings, community facilities, residential property, and external public spaces
- Responsibility for the creation and delivery of an outstanding physical environment in which mission and ministry are able to thrive
- Responsibility for procurement of services and contracts across the SAINT Estate, ensuring excellent quality and value for money
- Responsibility for Health & Safety on SAINT premises with respect to buildings, including the proper maintenance of critical systems, preventative maintenance and the maintenance of a thorough risk register
- Acting as 'Project Lead' for the Shoreditch Church Restoration Project, including project management, key relationship management, fundraising, and strategic development, working with other senior staff accordingly

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- Acting as 'Project Lead' for other SAINT capital projects, as they arise across the SAINT Estate
- Oversight of key external relationships, including with the Shoreditch Restoration Project Board, the LDF property team, QI architects, and key local authority relationships
- Line management of facilities and maintenance staff

## **REQUIREMENTS OF THE ROLE**

The successful candidate will be able to demonstrate a range of qualities and experience, including:

- Demonstrable experience of facilities management at a high level
- Proven experience working with historical buildings, and on capital building projects, especially in a church context
- Being an energetic, proactive, collaborative and flexible team player
- Excellent communication skills in formal and informal settings
- Excellent organisational skills
- Empathy, and a desire to build relationships with a diverse range of people
- Some knowledge of the structure of the Church of England is desirable

Other essential requirements of the role include:

- A personal and evident Christian faith
- Ability to commit to attending SAINT as your church, and engaging with the wider community here
- A flexible approach to working hours
- The completion of an enhanced DBS check
- A commitment to safeguarding children and vulnerable adults of all cultural backgrounds and have a good awareness of relevant policies and procedures, legislation and guidance.
- A good sense of humour, and a commitment to pray.

## **STANDARD CONTRACT TERMS**

Standard contract terms for the role will include:

- Compulsory attendance at Tuesday morning staff meetings
- Occasional Sunday work required
- An annual leave entitlement of 25 days per annum plus bank holidays
- All roles have a standard 6 month probational period
- Availability to work at a selection of SAINT events throughout the year, including but not limited to Renaissance Conference London, Focus Festival, Christmas and Easter services, and Annual Parochial Church Meetings

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