



JOB DESCRIPTION

Facilities Manager (Full-time or Part-time option)

Role: Facilities Manager

Location: Causeway Coast Vineyard, 10 Hillmans Way, Coleraine.

Line Manager: Operations Director

Salary: TBC (depending on qualifications and experience)

Hours of Work: Full-time (35 hours per week), Part-time (minimum 17.5 hours per week) These hours are negotiable, to be during CCV normal working hours of Mon – Fri, 9am-5pm. Some flexibility is required for occasional evening and weekend work).

Pension: A generous staff pension with 5.5% employer contribution is provided in this role.

Holidays: 31 days annual leave (pro rata), including 8 days fixed closures/public holidays

Start date: ASAP

Application Deadline: 12pm, Friday 31st January 2025.

JOB SUMMARY

Causeway Coast Vineyard is a vibrant, pioneering, missional community in Northern Ireland with around 700 people attending Sunday services in any month. We are a church where lives are changing, a place where people are saying 'yes' to God and experiencing life in a fresh way. We are a people who bring life to every area in our community, a place where we see transformation happen as we pursue the dreams that God has placed in our hearts.

This role is part of the Operations team of Causeway Coast Vineyard (CCV) and the postholder will be responsible for overall maintenance of the facilities of CCV, including but not limited, to the Central Church Building, the Hope Centre, other outbuildings on the Hillmans Way site and any external buildings we have access to, including the Compassion flats at 75 Portrush Road; overseeing maintenance, volunteers/staff, external cleaning staff and room set ups/pack downs. The role also involves project management, regular maintenance, planning and organising maintenance schedules and plans. The postholder may also provide pastoral care both in the office and in church environments where appropriate.

This role is flexible and can be structured as either a full-time (35 hours per week) or part-time position (minimum 17.5 hours per week), depending on the suitable candidate's preference. and availability.

KEY RESPONSIBILITIES

1. Facilities:

- Responsibility for maintenance, repairs, improvements and changes across CCV buildings and the site/car park.
- Liaise with, and be first point of contact, for external contractors for periodic inspections, repairs etc. and representing the Christian ethos of the church in your interactions with them.
- Ensure buildings are locked/unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems.
- Ensuring door codes are changed on a regular basis.
- Monitoring of CCTV system.
- As a primary keyholder be prepared to attend out-of-hours alarm call outs.
- Responsibility for refuse and recycling, ensuring all bins are emptied on a regular basis and waste/recycling is disposed of in the correct containers.
- Working with the wider Operations Team in ensuring that we steward our resources well.
- Using our Facilities Management software to assist with job organisation, reports and site management.
- Occasional preparation of reports for projects and maintenance proposals.

2. Health and Safety:

- Provide safe access to buildings and meeting rooms in the event of snow, minor floods and similar emergency situations.
- Carry out weekly fire alarm safety checks & other regular safety checks.
- Work with the Operations Director on implementing facility improvements to ensure we remain compliant as an organisation e.g. N.I. Water regulations.
- Oversee the day-to-day hygiene of kitchens and food preparation areas.
- Ensure all guests are briefed on fire safety and evacuation; arrange fire drills.
- Work with the Operations Director to develop & deliver robust, transparent health and safety systems and procedures.
- Support Health and Safety training initiatives.
- Ensure stairs and access to the venue and within the venue are fit for use.

3. Volunteers & Support Staff:

- Identify, train and mentor a volunteer team to assist with facilities. Provide support, direction and supervision to help each person find their identity, develop skills and purpose.
- Oversee external cleaning staff, ensuring that cover is provided during holidays.
- Liaise with cleaners to monitor supplies of cleaning materials, personal hygiene products, sundry items and ensuring effective replenishment of stock.

4. Conferencing:

- Provide support to the wider team for Conferencing events.
- Oversee the team setting out and clearing away furniture, equipment and other items when required in connection with church events and/or conferencing.
- Ensuring items are stored in correct locations with reference to our resources catalogue.
- Supervise the erection and dismantling of temporary structures such as staging, if required.

5. Pastoral Responsibilities:

- Uphold and display our pastoral share model amongst all individuals around CCV.
- Ability to pray with and lead others into a personal relationship with Jesus.
- Ability to signpost others to appropriate help within the church.

6. Other duties:

- Oversee any other projects as identified by leadership.
- Project manage larger jobs on site in line with our 100 year vision.

**PERSON SPECIFICATION
Facilities Manager**

	Essential	Desirable
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<p>Qualifications</p>	<p>Full driving licence</p>	<p>5 x GCSEs (or equivalent) at Grade C or above including Maths</p> <p>Recognised qualification in a relevant trade e.g. Electrician, Plumbing, Joinery.</p> <p>Facilities Management Qualification</p>
<p>Experience</p>	<p>Experience of Facilities Management/ Caretaker/Maintenance in a paid or voluntary capacity</p> <p>Experience of liaising with external suppliers/contractors</p> <p>Pastoral experience including praying with and leading others to personal faith in Jesus</p> <p>Experience of working with volunteers</p>	<p>3+ years experience in a similar role (e.g. Facilities, Caretaker, Maintenance)</p> <p>Experience of working in a church or charity environment</p>
<p>Skills</p>	<p>Troubleshooting / Problem solving.</p> <p>Flexible and adaptive to respond to fast paced and changing environment.</p> <p>Light construction and basic maintenance, including ability to undertake simple mechanical repairs.</p> <p>Basic IT and admin skills.</p> <p>God communication skills.</p> <p>Excellent organisational skills including planning, setting priorities, meeting deadlines and being strategic</p> <p>Good communications skills; verbal and written.</p> <p>Able to work on own initiative and as part of a team.</p> <p>Concern for excellence and attention to detail.</p>	<p>Experience of providing training to staff / volunteers.</p> <p>Able to use IT and software, including Microsoft Office packages (e.g. Word, Excel, Outlook etc.)</p>

	<p>Logical, articulate approach to work</p> <p>Good numerical ability</p> <p>Excellent time and task management</p> <p>Able to carry out a variety of manual tasks that require a high level of physical strength</p>	
<p>Personal character /</p>	<p>Willingness to serve others.</p> <p>Demonstration of faith in Jesus, including willingness and ability to communicate your own story of your faith journey.</p> <p>Life-long learner, able to lead yourself and eager to improve your skills and strengths, yourself, and your role.</p> <p>In addition to a commitment to personal growth, you will have a bias towards, and be unapologetic about, congregational growth.</p> <p>Commitment to the statement of faith of Vineyard Churches UK and Ireland and passion for the work of Causeway Coast Vineyard.</p> <p>Responsive to correction and direction.</p> <p>You will be positive, and pursue joy.</p> <p>The successful applicant will work within the framework of a collegiate leadership structure and therefore show a high degree of relational and emotional intelligence. You will have a clear awareness of your strengths and a requisite track record in utilising them in a team context.</p>	

ADDITIONAL INFORMATION

For this role, we hire for character, competence, chemistry and culture:

Character – You have to love Jesus, love the Church and be committed to our mission here at CCV.

Competence – You must be an outstanding person with a high level of gifting and ability.

Chemistry – You must be a relational fit with our team, particularly those you will be working closely with.

Culture – You must be someone who will engage with, embrace and impart the culture of Causeway Coast Vineyard.

We welcome candidates interested in either full-time or part-time opportunities. Please let us know your preference during the application process. Please return completed typed forms by 12 noon on Friday 31st January 2025 to:

Email: lee@causewaycoastvineyard.com

Post: Lee Jennings, Causeway Coast Vineyard, 10 Hillmans Way, Ballycastle Road, Coleraine, BT52 2ED