



Facilities Manager

Role: Facilities Manager

Location: Causeway Coast Vineyard, 10 Hillmans Way, Coleraine

Line Manager: Operations Director

Salary: £24 - £27k (depending upon experience)

Hours of Work: Full-time (35 hours per week) over 5 days. Sunday will be an essential part of this role and flexibility is required for occasional evening work. We will consider Part-time applications (minimum 3 days per week) for the right candidate.

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

Holidays: 31 days annual leave to include 8 days fixed closures/public holidays

Application Deadline: 12pm, Friday 28th February 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.
- Respond to urgent repairs / emergencies including issues which emerge out-of-hours.
- 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.
- Overseeing the opening and closing of our site and church building on Sundays.
- Ensuring rooms are set up and resourced ready for church, kids and youth environments on Sunday mornings.

2. Health and Safety

- Provide safe access to buildings and meeting rooms in the event of snow, ice, 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 and Link Project Support:

- Identify, recruit, train and mentor a volunteer team to assist with facilities on Sundays and during the week.
- 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.
- Offer a person-centred work placement with work and structure at the core, while also supporting Link clients to work on life issues and take a journey towards employment.
- Assist with the oversight of those engaged with the Link Logs project, including setting and overseeing tasks.
- Provide mentoring and pastoral care (including praying with and for) those who look to the Link Logs team for leadership and support
- Keep Link clients and any volunteers up to date with any changes in workplace legislation, in conjunction with the Link Logs Manager

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 Care:

- 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
- Attend all staff meetings, away days and training as required.
- Willingness to take on different tasks as the role develops.
- Play a full part as a member of the staff team, working collaboratively on shared goals and supporting wider ministries of the church as appropriate.
- Have a proactive stance towards personal development by reading, accessing training and seeking relationship with people in the next stage of ministry.
- Be an active member of CCV, present on Sunday mornings.

PERSON SPECIFICATION :

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

	<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>	
Personal / character	<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>A commitment to personal growth, and church growth.</p> <p>A commitment to the statement of faith of Vineyard Churches UK and Ireland and passion for the work of Causeway Coast Vineyard.</p> <p>Willing to be part of CCV, including being present on Sundays as a working day.</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 and actively involved in our mission and life here at CCV.

Competence –You must display personal integrity 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.

This is not an exhaustive list of duties and the successful candidate may be required to perform other tasks as designated by his/her line manager.

We welcome candidates interested in either this as a full-time or part-time opportunity. We will consider part-time hours (min 3 days per week) for the right candidate so please let us know your preference during the application process.

Please return completed typed forms by 12 noon on Friday 28th February 2025 to:

Email: lee@causewaycoastvineyard.com

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