RIVERSIDE VINEYARD CHURCH

FACILITIES ASSISTANT - JOB DESCRIPTION	
Job Title	**Facilities Assistant**
Start Date	ASAP
Location	Riverside Vineyard Church, Airpark Way, Feltham, Middlesex, TW13 7LX
Department	Facilities
Purpose	Provide support to a growing multi-generational, multi-ethnic and multi-site church
Reports to	TBC
Pay	To be agreed
Hours of work	21 hours per week

DUTIES & RESPONSIBILITIES

- Carry out general handyman duties, including basic repairs, replacing parts, minor redecoration, weeding and routine maintenance.
- Assist with conducting routine building inspections, identifying and reporting hazards, defects and maintenance issues.
- Assist with health and fire safety checks, ensuring walkways and fire exits remain clear and completing relevant records.
- Assist with coordinating contractors, providing access and liaising with them as required.
- Carry out routine checks of building systems and equipment, recording readings and maintaining maintenance records.
- Programme and adjust the heating system according to room bookings and usage.
- Support church ministries and room bookings by setting up and clearing away furniture, equipment and other venue requirements.
- Help maintain the cleanliness and upkeep of church premises, equipment and grounds, including waste disposal and replenishing supplies.
- Receive deliveries and undertake key-holder responsibilities when trained, including securing the premises and setting alarms.
- Maintain strict confidentiality regarding any personal or sensitive information encountered during the course of work.

OTHER REQUIREMENTS

- Able to carry our church's culture of Christian values & practices, in all aspects of the role including interactions with contractors, church centre visitors, church members & staff team
- Able to play a full role in the Christian practices of the team, e.g. prayer & worship times
- Be able to pray with visitors to the church centre as needs arise
- Able to comply with our operating policies/procedures
- As part of our growing, missional church community, to contribute to the effective running and development of Riverside Vineyard Church
- To demonstrate a clear, personal commitment to the Christian faith*
- Undertake any training or personal development as required
- Any other duties reasonably requested by your Line Manager

*The genuine occupational requirement for this post is implemented under the Equality Act 2010

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KEY FACTORS

Knowledge, Skills and Experience:

- **Maintenance** - Practical ability to carry out basic repairs and general maintenance.
- **Health and safety** - Understanding of basic H&S requirements and the ability to identify hazards.
- **Organisation** - Ability to organise, prioritise and complete tasks efficiently.
- **Communication** - Good verbal and written communication skills.
- **IT** - Basic proficiency in email, Microsoft Office and Google Workspace.
- **Administration** - Ability to maintain accurate records, complete checklists
- **Teamwork** - Ability to work independently and collaboratively with staff, volunteers and contractors.
- **Initiative** - Ability to identify problems, use initiative and know when to escalate issues.

PERSON SPECIFICATION:

ITEM	ESSENTIAL	DESIRABLE
Qualifications	• GCSE / A level • Good standard of numeracy and literacy.	• Technical qualification • Formal trade qualifications City & Guilds/NVQ
Experience	• Proven experience of carrying out general repairs and maintenance • Ability to maintain accurate records • Problem solving	• Experience in facilities management or building maintenance. • Experience of working in a church, charity or community environment. • Experience of dealing with contractors.
Practical skills	• Good practical maintenance and DIY skills. • Ability to identify maintenance issues and report hazards. • Ability to move and set up furniture and equipment safely.	• Experience of basic plumbing, decorating, carpentry or other maintenance tasks. • Basic knowledge of building systems and equipment. • Basic understanding of risk assessments and safe working practices.
IT and administration	• Basic computer skills, including email and Microsoft Office or Google Workspace. • Good verbal and written communication skills.	• Experience of using databases, online booking systems or facilities management software.
Skills/ Abilities	• Team Player • Assertive • Tactful • Self Motivated • Flexible and adaptable	• Proven level of maintenance skills & abilities • Able to undertake basic risk assessments • Database experience
Special factors relevant to the post	• Adherence to the Statement of Faith of Vineyard Churches UK&I • Adherence to the Vision & values of Riverside Vineyard Church • Satisfactory DBS check at the level legally available and appropriate for the role.	

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	• Strong personal faith	