

# CAUSEWAY COAST VINEYARD

## / JOB DESCRIPTION

**Role:** Facilities Manager

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

**Line Manager:** Compliance & Resources Director

**Salary:** £22,000 - £27,000 pro rata (depending on qualifications, experience & essential criteria)

**Hours of Work:** 40 Hours per week (normal working hours Mon – Fri 9-5, however 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 to include 8 days fixed closures/public holidays

**Start date:** ASAP

### JOB SUMMARY

Causeway Coast Vineyard is a vibrant, pioneering, missional community in Northern Ireland with around 1200 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 this individual will be responsible for overall maintenance of the facilities at the disposal of Causeway Coast Vineyard 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, overseeing maintenance, volunteers/staff, cleaning staff and room set ups. The role also involves project management, planning for the future and organising maintenance plans. You will also provide pastoral care both in the office and in church environments.

### KEY RESPONSIBILITIES

#### Facilities

- Responsibility for maintenance, repairs, improvements and changes across CCV buildings (on or off site) 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 alarm call outs
- Responsibility for refuse and recycling site wide to ensure all bins are emptied on a regular basis and waste 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.

### **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 Compliance & Resources 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 the kitchen and food preparation
- Ensure all guests are briefed on fire safety and evacuation
- Work with the Compliance & Resources 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

### **Volunteers & Support Staff**

- Identify, train and mentor a volunteer team providing support, direction and supervision to help each person find their identity, develop skills and find real purpose
- Oversee cleaning staff ensuring that cover is provided during holidays
- Liaise with cleaning staff to monitor supplies of cleaning materials, personal hygiene products, sundry items; working with cleaning staff to ensure effective replenishment

### **Conferencing**

- Provide support to the wider team
- 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

### **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

### **Other duties**

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

## Personnel specification

	Essential	Desirable
Qualifications	Full driving license	<p>5 x GCSEs (or equivalent) at Grade C or above including Maths</p> <p>Recognised qualification in a relevant trade e.g. electrician, plumber, joiner</p> <p>Facilities Management Qualification</p>
Experience	<p>Experience of leadership and managing a team</p> <p>Pastoral experience including praying with and leading others to personal faith in Jesus</p>	<p>Experience of working in a church or charity environment</p> <p>3+ years experience in a similar role</p>

	<p>Experience of facilities management</p> <p>Experience of working with volunteers</p> <p>Experience of liaising with external suppliers</p>	
<b>Skills</b>	<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 simple mechanical repairs</p> <p>Basic IT and admin skills</p> <p>Excellent at inspiring and motivating others</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>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>Experience of providing training to staff / volunteers.</p> <p>Able to use software and electronic work methods such as such as MS Excel, MS Word and email etc.</p>
<b>Personal character</b> /	<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>	
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**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.

**Application Forms can be requested from our office. Please email: [james@causewaycoastvineyard.com](mailto:james@causewaycoastvineyard.com).**

**Please return completed forms by 4.30 pm on Friday 20<sup>th</sup> May 2022 to:**

**Email: [james@causewaycoastvineyard.com](mailto:james@causewaycoastvineyard.com)**

Post: James Johnston, Causeway Coast Vineyard, 10 Hillmans Way, Ballycastle Road, Coleraine,  
BT52 2ED