



# Property & Facilities Manager

## full time or part time

**Job Title:** Property & Facilities Manager

**Salary:** £37,500 per annum (negotiable) full-time (pro rata if part-time)

**Location:** The role will be based at one of the Richmond Team Ministry properties in Richmond. It will involve travelling between the Properties as well as occasional meetings elsewhere.

**Job Purpose:** The Property & Facilities Manager will be responsible for managing the day to day running of the Properties of Richmond Team Ministry and their facilities.

Richmond Team Ministry (RTM) is an Anglican parish of three churches – St Mary Magdalene, St Matthias and St John the Divine – all of which are in or very close to the centre of the town.

The Properties include the three churches mentioned above, their associated church halls, one of the vicarages, the Parish Office, the Parish Rooms and various investment properties let to both business and residential tenants and hirers.

The role requires liaison with the PCC (mainly through the Treasurer and the Property and Finance Committee), and, particularly on a day to day level, with the Clergy, the Churchwardens, the Parish Architect, the Caretaker/Verger, the Parish Administrator and the Bookings Administrator.

**Line Manager:** The Team Rector, with day-to-day reporting to the Parish Administrator.

**Hours/Holiday:** Full-time or part-time (negotiable). 5 days per week (Monday – Friday) or 3 days per week (days negotiable).

Normal working hours are 9am to 5.30pm with a one-hour break for lunch. However, there will be the need for occasional out-of-hours work (such as evening/weekend meetings) which will be agreed in advance and time off given in lieu.

Holiday entitlement will be the equivalent of 5.6 weeks (28 days including public holidays) paid leave (or the pro-rata equivalent if part-time).



### Key Responsibilities:

- I. Ensure, working with and delegating to (as appropriate) the Caretaker, the repair and maintenance of the Properties and their Facilities. This will include:
  - arranging and overseeing the day-to-day routine and periodic repair and maintenance of the Properties, on both a planned (see below) and as needed basis;
  - putting together a planned programme of work (in consultation with the PFC, the Clergy and the Churchwardens) based on the needs identified by the Quinquennial Reports for the churches and advice from the Parish Architect in relation to the other properties;
  - effecting the annual repairs and minor refurbishment works to the Properties in accordance with the above programme, including, where external contractors are to be engaged, drawing up (with input from the Parish Architect as required) a detailed specification, identifying suitable contractors, managing a tendering process and bringing comparative estimates and draft contract (with advice from the Parish Architect as required) to the Rector/the Treasurer/PFC for approval (in accordance with RTM's Expenditure Authorisation Policy), working with the Parish Architect/Churchwardens and Clergy to obtain all necessary planning permissions and Diocesan faculties, and managing and supervising the chosen contractors in accordance with the contract;
  - assisting the Parish Architect as required to effect any building works for the Properties;
  - assisting the consulting architects and/or any project manager in managing the proposed refurbishment project at the Parish Rooms (as required);
  - arranging and overseeing the repair and maintenance of the heating, plumbing, electrical, fire and security systems;
  - arranging and overseeing the servicing of those systems and other appliances and equipment in the properties;
  - arranging and overseeing all necessary inspections for the Properties including those for gas appliances, electrical appliances, lighting, fire appliances, alarms and emergency lighting, lightning conductors and security alarms;
  - arranging and overseeing the supply of utilities and broadband to the Properties and dealing with the contracts and arrangements with the supply companies;
  - arranging and overseeing the repair, maintenance and servicing of the sound and lighting systems in the churches;
  - ensuring the properties comply with government standards and legislation and Diocesan standards and policies including health and safety matters;
  - ensuring RTM has up-to-date Health and Safety policies and Risk Assessments for all three churches and all other Properties
  - arranging and overseeing the effective cleaning of the churches and church halls/associated church buildings, and the Parish Office;



- supervising and managing the cleaners;
  - implementing a routine cleaning schedule for weekly / monthly / quarterly / annual items;
  - arranging and overseeing the maintenance of the gardens at the churches and church halls/associated church buildings (including the churchyards), in liaison with Richmond Council;
  - ensuring the keeping of all necessary records for the above, in conjunction with the Parish Administrator and the Treasury Team;
2. Ensure, working with the Caretaker, that the facilities of the churches and church halls/associated church buildings are in a fit and proper condition (with proper and adequate equipment) for all users - worshippers, visitors, one-off hirers, regular hirers, clergy and others on RTM business.
  3. Liaise with the Bookings Administrator and the Parish Administrator in managing the hiring out and booking of the churches and church halls/associated church buildings.
  4. Assist the PCC in managing the long term leases and short term tenancies of the properties, and assist in liaising with the tenants, agents, solicitors and other professional advisers as directed by the PCC.
  5. Support the Church Wardens of the three churches with Health and Safety, and Fire Assessments.
  6. Attend a weekly coordination meeting with the Parish Administrator, the Bookings Administrator, the Rector and the Caretaker/Verger.
  7. Arrange and review the maintenance and service contracts and other arrangements with RTM's contractors and maintain an up-to-date database of them;
  8. Regularly review, in consultation with PFC and Parish Administrator, RTM's policies and procedures for repair, maintenance and facilities;
  9. Ensure that all employees and those engaged to work for RTM at the Properties are familiar with and adhere to the RTM Safeguarding and Health and Safety policies;
  10. Delegate to, supervise and manage the Caretaker/Verger;
  11. Ensure the Caretaker/Verger's duties are covered when he/she is absent;
  12. Provide a written report for and attend (when required) the Property & Finance Committee meetings (held approx. 5 times p.a. on a weekday evening);



13. Carry out such other routine or ad hoc responsibilities relating to the Properties or their Facilities, as may be required from time to time.
14. Undertake appropriate training and professional development as required, including familiarisation with the Church of England faculty process;
15. Support and promote Richmond Team Ministry's mission and ethos.  
We celebrate God's love for all by:
  - extending Christ's inclusive welcome
  - exploring faith honestly with an open mind
  - placing people and planet at the heart of our mission.



## PERSON SPECIFICATION

<b>Experience</b>
<ul style="list-style-type: none"><li>● Experience of properties and facilities management</li></ul>
<ul style="list-style-type: none"><li>● Experience of project management of a structural building project and related tendering, contractual, planning permission and budgeting aspects</li></ul>
<ul style="list-style-type: none"><li>● Experience of JCT Minor Works Contracts</li></ul>
<ul style="list-style-type: none"><li>● Experience of working with listed buildings would be preferable</li></ul>
<ul style="list-style-type: none"><li>● Experience of working in a small team</li></ul>
<ul style="list-style-type: none"><li>● Experience of working at a supervisory or managerial level</li></ul>
<ul style="list-style-type: none"><li>● Experience of working with an external architect</li></ul>
<ul style="list-style-type: none"><li>● Experience of working with financial information and budgeting</li></ul>
<b>Skills and Knowledge</b>
<ul style="list-style-type: none"><li>● Good oral and written communication skills</li></ul>
<ul style="list-style-type: none"><li>● Good IT skills including experience of Microsoft Office</li></ul>
<ul style="list-style-type: none"><li>● Ability to present and interpret information clearly for decision-making purposes, including budget proposals and reports for the PCC/Property and Finance Committee</li></ul>
<ul style="list-style-type: none"><li>● Ability to work collaboratively, as part of a team, including with volunteers</li></ul>
<ul style="list-style-type: none"><li>● Ability to form and maintain good working relationships with colleagues, contractors, suppliers, professional advisers, tenants and others involved in the use and care of RTM properties. In other words, a good “people person”</li></ul>
<ul style="list-style-type: none"><li>● Ability to delegate effectively</li></ul>
<ul style="list-style-type: none"><li>● Proven ability to take initiative</li></ul>
<ul style="list-style-type: none"><li>● familiarity with Church of England procedures for parish-level decisions on property matters would be an asset</li></ul>
<b>Personal Qualities</b>
<ul style="list-style-type: none"><li>● Professional, calm under pressure and approachable</li></ul>
<ul style="list-style-type: none"><li>● Well organized, able to structure and prioritise a changing workload</li></ul>
<ul style="list-style-type: none"><li>● Ability to take initiative and develop the role</li></ul>
<ul style="list-style-type: none"><li>● Empathetic disposition including one which respects colleagues and parishioners irrespective of their position or background</li></ul>
<ul style="list-style-type: none"><li>● Ability to understand and work with many volunteers in RTM</li></ul>
<ul style="list-style-type: none"><li>● Willingness to roll up your sleeves to get the job done</li></ul>



Richmond  
Team Ministry



Appointment is subject to DBS checks and references.  
The role is subject to a 6-month probationary period.  
Full terms and conditions of service are set out in the contract.

An application form can be found on the RTM website:  
[richmondteamministry.org/news](http://richmondteamministry.org/news)

Completed application forms must be returned by noon on Thursday 23 May 2024.  
Interviews of the short-listed candidates will take place on Thursday 13 June 2024 at  
the Parish Office.

For more information contact the Team Rector, the Revd Canon Wilma Roest  
[rector@richmondteamministry.org](mailto:rector@richmondteamministry.org) or 020 8940 4602.