

We are seeking a committed, practical, individual to work on a flexible, part-time basis to support the work of the Church and to perform a wide range of duties related to the maintenance of the Church property, preparation of rooms (including moving furniture) to be ready for use from internal and external groups, administrative duties, digital and technical support during Sunday and occasional services and in the church office.

## Job Description

<b>Job Title:</b> Site and Operations Assistant
<b>Working Hours:</b> A minimum of 18 hours a week, up to 30 hours a week, on a flexible basis to meet the needs of the Church and Church Centre, regularly working in the evening and at the weekends. Core weekday hours Tuesday and Friday 9am-12pm.
<b>Salary:</b> £14,695.20- £24,492 p/a (£15.70/hr)
<b>Length of Post:</b> 12 months  <i>As this is a new post we like to allow 12 months to ensure we have captured the job role appropriately, with the prospect of a permanent post to follow, potentially with some minor adjustments to the job description following joint discussions with the personnel team and employee.</i>
<b>Annual Leave Entitlement:</b> 5 working weeks + bank holidays.
<b>Purpose of the Job:</b> Provide assistance, alongside the Operations Manager and Building Manager at St Matthew’s Church, with the practical day to day tasks for the smooth running of the Church and Church Centre’s daily activities, and maintenance of the buildings.
<b>Responsibility Links:</b> The post-holder will report to and be line managed by a nominated person on behalf of the Parochial Church Council (PCC).
<b>Location:</b> The post-holder's main places of work will be St Matthew’s Centre and St Matthew’s Church, St Matthew’s Close, Walsall.
<b>Main Activities:</b> <ul style="list-style-type: none"> <li>• Supervise the day-to-day use of the Church/Centre rooms, ensuring that they are prepared for the use of internal and external groups, including arranging furniture and equipment as required, and that all rooms are kept clean, tidy and safe.</li> <li>• Being available at varying days and times, for groups using the facilities to assist with their needs/ensure the building is being used in line with the terms of use. Additionally, to allow contractors supervised access to complete tasks within and around the Church building.</li> <li>• Carry out caretaking duties around the Church and Centre. Ensuring the premises are well presented, in a good state of repair and safe. Visually inspect the church’s fabric and raise any concerns with the Building Manager and work alongside them to resolve them.</li> </ul>

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- Complete weekly, monthly, quarterly and annual cycles of tasks, including ground maintenance, clearing roof gutters, roof inspections (appropriate guidance in safe and good working practices, PPE and equipment will be provided).
- Keep a log for reporting and recording tasks (to be inspected by your line manager).
- Carry out internal and external minor repairs and maintenance, sensitive to the heritage significance of a grade II\* listed building. This will include working on the Church roof and the internal fabric of the Church Centre
- To plan, liaise, co-ordinate and supervise the work of any external contractors carrying out regular and emergency servicing and maintenance work to maintain the Church Buildings.
- Assist in ensuring equipment is maintained in good working order and liaise with contractors, as required.
- Oversee and work with a group of volunteers on Tuesdays and Fridays 9am-12pm. You will plan tasks, liaise with and enthuse volunteers through working alongside them, and ensure that they have access to appropriate equipment and PPE.
- Ensure that equipment is safe and clean to use, stored appropriately, repaired and replaced where required.
- Assist the team with digital and technical support. Assisting with Audio/Visual/Live Stream for services, including but not limited to Sunday Services, Weddings and Funerals (training will be provided).
- Work alongside churchwardens to oversee the security and proper use of church buildings.
- Liaise with the Church insurance company.
- Assist with applying for grants.
- Responsible for the overall site management, security and safety of the premises and their contents when on duty, unlock and locking the premises on workdays as necessary, according to use by church groups or external organisations (when on duty).

**Special Conditions:**

- The postholder will be expected to work at the weekend and in the evenings.
- The nature of this role requires flexible working arrangements in accordance with the day-to-day use of the Church buildings and in the case of events outside of normal working hours.
- The appointment will be subject to an enhanced DBS check.
- The post holder will be approachable and behave in a manner appropriate to a Church setting which provides services and facilities to a wide range of people including children and the elderly.

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- The post-holder must work within the appropriate Safeguarding and Health & Safety policies and procedures, be willing and able to work at height, comply with risk assessments and complete regular training related to health and safety at work.
- The post-holder must be sympathetic to the ethos and beliefs of St Matthew's Church.

**Your Key Contacts Will Include:**

- St Matthew's Operations Manager
- St Matthew's Building Manager
- St Matthew's Church Wardens
- St Matthew's Clergy
- Members of St Matthew's Church
- The Local Community
- Your Line Manager
- External Contractors

**Date Prepared:** October 2024

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## Personal Specification

### Job Title: Site and Operations Assistant

We know people don't come in boxes, but we thought it would help you to know what kind of person we think would fit this role. As you read, it might be that only some of the characteristics fit you. However, we would still love to hear from you if this role excites and inspires you.

	Essential	Desirable
<b>Qualifications, training, and professional development</b>	Communicate effectively, having sufficient basic literacy and numeracy skills, and be able to give and follow instruction in English, both written and verbal.	A satisfactory level of general education GCSE English, Maths (or equivalent).
	A good understanding and ability to use digital devices, social media.	A qualification or experience in ICT (or equivalent)
		Safeguarding training (training will be provided on appointment).
<b>Experience/Ability</b>	Physically able to climb stairs and do medium to heavy work including lifting and moving of furniture, reaching all areas of the Church and associated buildings without assistance. (Able to work at highs e.g. external roof).	Previous experience of working in a caretaking or similar role.
	Able to complete minor maintenance tasks.	To receptive to be guided how to complete more detailed maintenance tasks.
	Confidence to make sensible and responsible decisions. Able to show initiative. (Understands the importance of knowing personal limitations, and when to seek more experienced/ professional help.)	

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	Willingness to understand the importance of maintaining a historic and listed building.	Awareness and understanding of the importance of faculty of a listed building.
	A basic understanding of projectors/ streaming and audio equipment and be willing to undergo training on equipment.	Experience of using audio/visual/streaming equipment.
	Hard-working, honest, dependable, and self-motivated.	
<b>Personal Qualities</b>	Good people and communication skills.  Ability to interact with and develop relationships within a diverse community.	Experience of communicating efficiently and effectively with a diverse range of people.
	Able to communicate in a professional manner when dealing with people in and outside the Church community.	
	Well-motivated, able to take initiative, and carry out work with and without direct supervision.	Experience in leading and supervising a team.
	Willingness to undergo an enhanced Disclosure and Barring Service (DBS) check.	
	Knowledge of current Health and Safety regulations.	
<b>Other</b>	Knowledge of current Health and Safety regulations.	
	Understand Safeguarding requirements.	
	Willingness to undergo Safeguarding Training.	
	Able to maintain appropriate maintenance records including historic records.	Experience of completing and storing historic documents/details.

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Worshipping God | Equipping His People | Growing His Kingdom | Serving Walsall

<b>Christian Spirituality</b>	Sympathetic to the ethos and beliefs of St Matthew's Church.	A devoted follower of Christ with a commitment to personal spiritual growth and ministry.
		Attendance and active involvement in St Matthew's Church Walsall, Sunday services or another Christian Church

This post is exempt from the Rehabilitation of Offenders Acts 1974 and is subject to a Disclosure and Barring Service (DBS) check prior to an offer of employment being made.

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