



Job Description

Job Title: Premises Manager (Part Time, initially 20 hours per week)

Reports to: Operations Manager

Job Context

Horsham Parish Team Ministry; consists of 3 churches within the Horsham area, St Mary's, Holy Trinity and St Leonards.

St Mary's is the largest church within the parish and is a vibrant parish church at the centre of life and activity very close to Horsham town centre. The church is Grade 1 listed, has a full programme of church services and is very often used for significant life events as well as musical and dramatic productions.

The other two churches that form the Parish of Horsham are Holy Trinity in Rushams Road and St Leonard's in Cambridge Road. Both are more modern structures with church hall facilities, used for local and parish events, and have active congregations.

The Parish Offices are at the Church Centre (Grade 2 listed) which is located opposite Horsham Museum on the Causeway. We also own premises at 33 Causeway which abuts the Church Centre and is leased to a tenant, and a car park for 40 cars that has controlled entry between 0800 to 1800 weekdays and is leased to multiple users.

The parish has an enthusiastic staff team of clergy, administrators, youth and children's workers and musicians.

Main Purpose

Working against priorities determined by the Operations Manager and the Buildings and Fabric Committee (sub-committee of Parish Church Council), to be responsible for the maintenance and security of all church premises within Horsham Parish as defined above, meeting all health and safety legislation, opening and locking for irregular external hirers, and ensuring excellence in service and a safe environment for all.

This role will be based at St Mary's Church & Church Centre, on the Causeway, with regular visits to St Leonard's and Holy Trinity.



Principal Accountabilities Across the parish

1. Be responsible for the general upkeep, maintenance and security of church buildings including heating, plumbing and electrical systems, ensuring that buildings operate safely and effectively, and responding swiftly to building issues when they arise.
2. Be responsible for, and keep a record of, annual maintenance and service programmes including regular maintenance checks, ensuring any recommendations and follow up actions are taken.
3. Provide an unlocking and locking service for special events at St Mary's, and occasionally at St Leonard's, **including at weekends**, liaising with external hirers when required.
4. Ensure that all statutory (Health & Safety, Fire Safety, Environmental Health) and other relevant requirements are met in all buildings controlled by the PCC.
5. Liaise with Clergy, Wardens, Office Administrators, Volunteers, building users/hirers and contractors on matters relating to the use, operation and maintenance of all buildings controlled by the PCC.
6. Act as first point of contact for nominated premises in relation to fire, security and other emergencies, including liaison with Horsham District Council.
7. Provide appropriate supervision for cleaning staff and other contractors whilst operating or carrying out work on church premises
8. Assist Church Committee and PCC Treasurer in the management of building/facilities budgets
9. Undertake any other duties as reasonably requested by the leadership team or PCC

Knowledge, skills, and experience

- A relevant buildings or facilities management qualification
- At least 5 years' experience of managing buildings with some open/public building operation
- Ability and experience of using Microsoft Office software
- Good interpersonal skills
- Ability to problem solve
- Ability to undertake light maintenance activities (handyman)