



Premises Manager

Part Time: 20 hours per week

Salary: c £13,000

The Team Ministry of Horsham Parish is looking for a flexible Premises Manager to assist in the management, maintenance and control of the use of the buildings under the ownership of the Parochial Church Council (PCC).

The Team Ministry comprises 3 churches within Horsham, St Mary's the parish church of Horsham, Holy Trinity in Rushams Road and St Leonard's in Cambridge Road. St Mary's Church (Grade 1 listed) and the associated Church Centre (Grade 2 listed) lie within Horsham Conservation Area, while the other 2 church buildings are of more modern design and construction.

All 3 churches have a church hall facility used for parish and local events and are available for private hire. In addition, adjacent to St Mary Church Centre, there is a car park with 40 spaces rented out to private hirers, as well as a cottage currently rented privately to a tenant.

The role is a combination of buildings and people.

For the buildings, you will be required to ensure that all maintenance schedules are implemented, liaising with contractors, making sure that buildings are compliant with all statutory and regulatory requirements and dealing with minor repairs as necessary.

The role is also about making sure people (church groups and external hirers) can make appropriate, safe use of the buildings. This will include unlocking and locking of designated buildings, which will require work on an ad hoc basis in the evenings and at weekends, depending upon building bookings.

You will have experience of managing and caring for buildings or premises available for public use, be familiar with the statutory and regulatory requirements for buildings that are used by the public, be comfortable supervising and directing contractors and have experience of dealing with the public.

You should also be experienced in the use of Microsoft Office programs and be able to use the IT systems operated within the parish.

The role will be based on 20 hours per week, but there may be opportunities for over-time during busy periods. A basic salary of £13,000 for 20 hours will be paid, with extra payments being available for specific event bookings. In addition, we offer 30 days holiday per annum, a contributory pension scheme with free life assurance and the opportunity to work in a committed and supportive parish team.

We are committed to recruiting candidates who share our commitment to safeguarding and therefore we apply robust recruitment and selection procedures.

A full job description is available on St Mary's Church website and to apply please send your CV and a covering letter to Laura Fletcher, Parish Operations Manager, via email to office@horshamstmarys.org.uk or contact her on 01403 253762 if you require any further information.