

Diocese of Brentwood – Vicariate for Youth Ministry and Pastoral Care



| | |
|------------------------|--|
| JOB TITLE: | Site Manager for Walsingham House at Abbotswick |
| LOCATION: | Walsingham House at Abbotswick |
| START DATE: | Jan / Feb 2023 |
| RESPONSIBLE TO: | Diocesan Director of Youth Ministry and Episcopal Vicar for Youth Ministry and Pastoral Care |
| ACCOUNTABLE TO: | Retreat Manager for Walsingham House at Abbotswick |
| HOURS: | 9 hours / week, of which at least 4 must be worked when the grounds volunteers are on site (currently on a Tuesday) |
| SALARY: | £12.43/hour (£5819.40p.a. FTE £22,631) |

Background to the role

Walsingham House at Abbotswick is a recently refurbished retreat house for young people and adults, set in the heart of Brentwood Diocese. We are in a beautiful, tranquil, rural location, five miles from Brentwood and with 14 acres of our own grounds. During school term time a team of volunteers aged 18-23 offer retreats to young people from schools and parishes within Brentwood Diocese, working with up to five thousand young people (aged 10-18) every year. In the late summer and early autumn, adult parish groups sometimes use the house, with hospitality provided by the staff and volunteer team.

The grounds maintenance is currently undertaken by a group of volunteers, who give a day a week (currently a Tuesday). These volunteers have a long association with the House, and are all of post-retirement age. They are supported by the Walsingham House Manager, and external contractors. As the usage of the House increases, this new role is to help us maintain excellent standards of health and safety, and general maintenance. The House is a wonderful place to work, full of the joy of young people.

Applications should be received by midday on 12th January 2023, and consist of your CV along with a covering letter detailing how you meet the skills/experience needed (see Job Description and Person Spec on the following pages). Applications can be emailed to the Director of Youth Ministry, Claire Bailey, clairebailey@dioceseofbrentwood.net, or posted/ delivered to Claire Bailey, Walsingham House at Abbotswick, Navestock Side, Brentwood CM14 5SH. If you would like to talk more about the role, or visit the House before applying, please email Claire.

OVERALL PURPOSE OF JOB:

1. To identify and carry out effectively:
 - routine and reactive maintenance tasks
 - regular health and safety checks (in accordance with Diocesan Health and Safety policy and procedures)
2. To support and manage the volunteer gardeners
3. Other general duties associated with the management of buildings and grounds comprising Walsingham House at Abbotswick.

DUTIES AND RESPONSIBILITIES

The Site Manager is required to undertake the following duties (as directed by the Retreat Manager for Walsingham House at Abbotswick). This work should always be undertaken using prescribed methods and frequencies in line with Diocesan policies, procedures and any other relevant operating guidelines:

Testing, inspecting and Reporting

- Carry out regular, periodic checks of the buildings, record the findings using the Diocesan online management system, and communicate findings to the Retreat Manager and the Director of Youth Ministry. These checks will include visual checks of the building fabric and grounds as well as standard checks of all safety and security systems and equipment. The checks will require particular attentiveness to the fact the site is regularly used by children and young people aged 10-18. Such checks include, but are not limited to:
 - Visual checks of the buildings (internal and external) and grounds to identify any elements requiring repair.
 - Regular inspections of the buildings (internal and external) and grounds to identify potential hazards, make safe and report to the responsible person. Ensure the buildings and grounds are safe for staff and visitors.
 - Periodic tests of external lighting.
 - Periodic tests of the internal emergency lighting & arrange six monthly discharge by professionals
 - Ensure rainwater pipes and drains are kept running free and clear of general debris
 - Ensure the integrity of the various site security systems including alarms, door and window locks/fittings as well as external boundary walls, fences and gates etc.
 - In holiday times, periodic empty building checks in line with Diocesan insurance requirements.

General Maintenance

- Once a week (currently Tuesdays), coordinate with and oversee the volunteers who come to assist with gardening tasks.
- Perform general grounds maintenance tasks with or without the gardening volunteers
- Carry out minor building repair and maintenance tasks, including adjusting windows/doors/door closers/handles and locks, changing locks, fixing toilet seats, simple repairs to furniture, basic plumbing tasks, minor decoration and touch ups, changing lightbulbs/batteries, putting up pictures etc. *Where repairs cannot be self-delivered, the Site Manager will liaise with the responsible person to source appropriately experienced and qualified contractors, prepare a brief specification of work, obtain competitive quotations, and manage the selected contractor whilst on site.*
- Ensure site waste (garden and general) areas are kept clean and tidy and disposed of safely.
- Oversee the bookings and performance of regular service providers e.g. grounds maintenance and cleaning to ensure a high standard of service delivery is maintained. Record findings and communicate issues of concern and/or complaints received.
- Manage contracts of regular service providers including cleaning, laundry, catering, H&S providers, electrical contractors, alarm service providers etc.

Health and Safety

- The Site Manager will work alongside the Diocesan Health and Safety Coordinator and Health and Safety Representative/s to:
 - Ensure all required health and safety checks are completed in line with Diocesan policy and procedures, that all findings are accurately recorded using the appropriate system, that all records are maintained and kept up to date. Any inconsistencies or issues of concern are reported to the responsible person.
 - Ensure all emergency exit routes are clearly sign boarded and kept clear of obstruction.
 - Coordinate the weekly fire alarm tests, arrange 6 monthly services and periodic fire equipment checks. Accurately record test results and findings. Report any failures or issues of concern to the responsible person.
 - Participate in periodic emergency evacuation tests.
 - Undertake all activities in strict accordance with Diocesan Health and Safety policy and procedures and participate in relevant training sessions.
- During winter months, monitor weather reports and ensure that external areas are gritted in accordance with an agreed plan. Monitor grit supplies and ensure orders are placed in good time to prevent stock running out.

Security

- Undertake regular reviews and periodic checks of site security measures. Report findings and recommend areas of improvement.
- Be aware of all site/building keys, alarm, and system codes. The Site Manager should have a thorough understanding of all site security systems, alarm monitoring stations and be familiar with the Diocesan/Parish emergency and out of hours protocols for each building and site.
- On (rare) occasions when there is no staff member on site, act as out of hours key holder and be a first responder for out of hours emergencies.
- Open and close the premises when necessary for staff, contractors, and lettings, ensuring that premises are safely secured afterwards.
- Sign out keys to contractors, as required, and ensure all keys are returned at the end of the task or each day.
- Assist with control of visitors on a day to day basis and for planned, large events (premises and car park). In particular, to ensure clear passage is maintained for emergency vehicles.
- Be available on-site during lettings or particular events as required. Provide site specific health and safety information to external hirers as required.
- Take action to prevent or respond to trespassers (by foot or vehicle).

Heating and Hot Water

- The Site Manager should be familiar with all relevant system O&M manuals and understand how the building systems have been designed and operate.
- Liaising with the Retreat Manager, monitor and set the heating and hot water controls in line with seasonal changes and demands.
- Programme 'out of hours' heating for specific evening or weekend events.
- Liaise with the relevant maintenance contractors during regular service inspections and/or in response to breakdowns.
- Be aware of the location of all stopcocks, consumer units, gas, electricity and water meters.
- Ensure each boiler house is accessible, clean and tidy with no flammable materials stored.

Other General Duties

- Maintain an accurate log sheet of hours worked and jobs undertaken

The above mentioned duties are comprehensive. However, they are neither exclusive nor exhaustive: the post holder may occasionally be called upon to carry out such other appropriate duties as may be required by the Walsingham House at Abbotswick Retreat Manager, within the competence and ability of the post holder.

PERSON SPECIFICATION – Site Manager

| SELECTION CRITERIA | ESSENTIAL | DESIRABLE |
|--------------------|-----------|-----------|
|--------------------|-----------|-----------|

| ATTRIBUTES | | |
|--|---|---|
| Hard-working, honest, dependable, and self-motivated | ✓ | |
| Absolute integrity and discretion. | ✓ | |
| Confidence to make sensible and responsible decisions on own initiative. | ✓ | |
| A polite manner, flexibility, and sensitivity in relating to all staff and visitors | ✓ | |
| Access to a wider network of contacts who may be needed to carry out more significant work | | ✓ |

| SKILLS AND EXPERIENCE | | |
|--|---|--|
| Previous Caretaking/site-keeping experience in a Church, school or similar environment | ✓ | |
| Handyperson/DIY experience | ✓ | |
| Experience and an understanding of building systems eg boilers, security and fire alarms | ✓ | |
| Good literacy skills in English | ✓ | |
| Good communication skills – written and spoken | ✓ | |
| Willingness to learn how to use the Diocesan Health and Safety Online management system | ✓ | |

| KNOWLEDGE | | |
|---|---|--|
| Knowledge of current Health and Safety regulations | ✓ | |
| Knowledge and experience of completing Health & Safety site management checks | ✓ | |
| Knowledge of efficient cleaning methods and materials. | ✓ | |
| Awareness of health and hygiene procedures | ✓ | |
| Knowledge and experience of working with Building O&M manuals. | ✓ | |

| ADDITIONAL REQUIREMENTS/INFORMATION <i>(e.g. hours, shift work, travel)</i> | | |
|---|---|--|
| Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese. | ✓ | |
| An up to date Disclosure and Barring Service (DBS) will be required prior to commencing employment | ✓ | |
| Hours can be flexible, but must include 4 hours on the same day as the grounds volunteers (currently a Tuesday). It is not envisaged this role would include evening work. It may very occasionally include weekend work. | ✓ | |