



## Facilities Manager (part-time)

Location: St Martin's Church, Cambridge

St Martin's Church Cambridge has an opportunity for a part-time role as Facilities Manager. This role is an important part of the parish vision and outreach and involves management of the hiring bookings and some routine caretaker activities for the church facilities at St Martin's (Suez Road, Cambridge) and St Thomas's Hall (Ancaster Way, Cambridge).

The Facilities Manager will be responsible for ensuring the process of booking and the facilities provided to hirers are of a high standard. The role is part-time and due to the nature of the role the successful applicant will need to have flexibility to deal with enquiries and visit the premises at various times of the day, including some weekends. Some computer and on-line home administrative work will be necessary. The Facilities Manager will work closely with the parish Office Manager on the financial aspects of hiring.

Candidates must have good communication skills, be flexible and have a positive attitude.

Initial contracted hours will be between **8 to 10 hours per week**, as required and the contract hours will be reviewed after 3 months in post.

St Martin's Church Cambridge is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

All appointments are subject to acceptable pre-appointment checks, including a satisfactory DBS Check and references.

### St Martin's Church Employee Benefits

- Pension scheme
- Paid holiday
- Sick Pay

### Salary

Salary is based on an hourly pay rate of £12.36 and the expected salary will be in the range £5,142 to £6,427 per annum for this part-time role.

For the job specification, further details or to have an informal discussion about the position, please contact David Lanham (Churchwarden) by email to [wardens@stm.org.uk](mailto:wardens@stm.org.uk).

Applicants should apply by requesting an Application Form by emailing [wardens@stm.org.uk](mailto:wardens@stm.org.uk), or by downloading a copy of the Application Form from the church website (<https://stm.org.uk/>).

Completed applications should be sent to Fiona Stern (Office Manager), at St Martin's Church, Suez Road, Cambridge CB1 3QD or returned by email to [office@stm.org.uk](mailto:office@stm.org.uk).

The closing date for applications is **19<sup>th</sup> August 2022**, but the job may be filled before this date if a suitable candidate is found.