

Thank you for expressing an interest in our vacancy for a **Building Management Coordinator**. The post is offered via a permanent part-time contract of 14-hours per week.

We seek to appoint at the earliest opportunity.

**About the role:** The post will be based from Emmanuel Methodist Church, Huddersfield Road, Barnsley, S75 1DT with an understanding that there will, from time to time, be the need to work from other sites within the Circuit.

The Building Management Coordinator will be active in the efficient and appropriate allocation and letting of rooms, liaising proactively with community groups, external organisations, and other hirers in relation to their booking.

**Faith:** A specific faith is not an essential requirement for this role, but the successful applicant should be comfortable working alongside and in partnership with and representing a faith community and be committed to the aims of the Methodist Church.

**How to apply:** Submit completed application forms to Carole Jewkes, Circuit Administrator, via email at [circuitoffice@btconnect.com](mailto:circuitoffice@btconnect.com)

**Important dates:**

Closing date:	1 <sup>st</sup> December (Midday)
First Interview date:	week commencing 4 <sup>th</sup> December
Anticipated start:	As soon as practical

Please find on the following pages a job description, a person specification, and a summary of how we recruit. If I can be of any further support, or if you have any questions, do not hesitate to be in touch with the Circuit Office by telephone at 01226 321522 or email at [circuitoffice@btconnect.com](mailto:circuitoffice@btconnect.com)

Kind regards,

**Lyn Gregg**  
**Minister**

**Job Title:** Building Management Coordinator (Permanent, Part-time)  
**Lay Employee in:** Barnsley Methodist Circuit.  
**Employed by:** Barnsley Methodist Circuit  
**Location:** Emmanuel Methodist Church (EMC), Barnsley, S75 1DT.

**Responsible to:** The Building Management Coordinator will be responsible to the Barnsley Circuit Meeting through the appointment of a Line Manager, who in this instance will be the Minister in pastoral charge of EMC, or any other post holder that may be notified to them from time to time.

**Key relationships:** The Minister in pastoral charge of EMC  
The EMC property group who acts as a subgroup to the leadership team and trustees of EMC  
The EMC treasurer  
Users and hirers of EMC

**Purpose of role:** To serve the needs of the church and the community through the allocation and letting of rooms.  
To liaise with community groups, organisations, and other lessees in relation to bookings and invoicing.  
To ensure that the building resources of EMC are effectively and efficiently promoted, publicised, maintained and administered.

**Main Duties:**

- To co-ordinate and promote the use of the building, including lettings to the wider community, to optimise use of the building for both church and community use.
- To carry out the administrative responsibilities, using the computerised system for bookings, associated with the use, hiring, and letting of the building facilities, including contracting and invoicing users and organisations.
- To co-ordinate the key aspects of running and maintaining the building facilities, with a team approach, alongside the cleaner, maintenance worker and associated volunteers.
- To liaise with the cleaner, to plan the necessary areas of cleaning, according to building use.
- To liaise with the maintenance worker to make sure routine maintenance is carried out and to commission specialist maintenance and repair, as required and guided by the property group
- To enlist on occasion the help of volunteers for enhanced cleaning/maintenance activities.
- To negotiate additional hours for cleaning and maintenance, according to the demand for room use, and as agreed by the property group and Line Manager.
- To meet with the property group from time to time; report on activity and negotiate, with their support, fees, and charges for both one-off and regular bookings, including reviews.
- To meet with the property group to identify areas for maintenance and special projects (e.g., refurbishments) as well as larger building works.
- To be responsible, with the EMC Treasurer, for finances associated with contracting of rooms and facilities.
- To report periodically to the leadership team and/or trustees, on the use of the building.

**Other Duties:**

- Any other duties and responsibilities that are identified by the Line Manager which are within the capabilities and level of responsibility of the post holder and which align to the developing mission of Emmanuel Methodist Church.

**Training Requirements:**

- To fulfil the requirements and continue the development of the role there will be the need to undertake relevant training, as identified by the Line Manager.
- Any such training will be undertaken during contracted hours or, if this is not possible, recorded as time off in lieu (TOIL).

**Terms and Conditions:**

- This role is a permanent part-time post.
- Working hours will be **14** per week to be worked flexibly and agreed in advance with the Line Manager. To fulfil the role, it is recognised that there will be the necessity for an irregular working pattern including evening and weekend working.
- The rate of pay for this post is **£12.62** per hour. (£9187 per annum actual salary)
- Annual leave entitlement for a full-time employee is 244.2 hours including public holidays. This is based on a full-time employee working 37-hours per week. Annual leave is calculated pro-rata for part-time employees. Based on a 14-hour flexibly worked week annual leave entitlement for this post is calculated to be **92.4** hours.
- There is a contributory pension scheme which eligible employees will be auto enrolled. Details of contribution rates will be provided on request. Lay Employees who do not meet auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- All reasonable and agreed expense will be reimbursed.
- Appointment will be conditional on and subject to:
  - o Receipt of satisfactory references.
  - o A satisfactory enhanced disclosure from the disclosure and barring service (DBS).
  - o Completion of a satisfactory probation period of 6-months.

**Management:**

The Lay Employee will be appointed a Line Manager whose responsibility it will be to:

- Become familiar with the work of the Lay Employee.
- Determine priorities for the work.
- Monitor and evaluate progress and any training and development needs with the Lay Employee, offering necessary encouragement and support.
- Ensure good and consistent communication lines between all involved stakeholders.
- Act as a "sounding board" to the lay employee.

In support of this the Emmanuel Methodist Church property group will help advise on priorities, support with decision making and the negotiation of rates for contracts as well as help to monitor workloads.

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	Essential	Desirable	Method of Assessment
<b>Education and Training</b>			
Willingness to undertake regular and/or ad-hoc training that is identified as relevant and necessary to the role by your Line Manager.	Yes		A, I
First aid certificate.		Yes	A, I
<b>Skills and Experience</b>			
Experienced in growing revenue through building/facility lettings/use.		Yes	A, I
Experience of administration using an on-line booking system, comfortable preparing invoices according to agreed criteria.		Yes	A, I
Strong and effective written and verbal communication skills.		Yes	A, I
Good all-round working knowledge of Microsoft packages and a demonstrable proficiency in using different social media platforms.	Yes		A, I
Experience in promoting facilities and services via social media.		Yes	A, I
<b>Qualities or Aptitudes</b>			
Able to work collaboratively and build professional and effective relationships with a wide range of internal and external stakeholders.	Yes		A, I
Excellent communication and inter-personal skills, able to demonstrate a professional, approachable, and sensitive style.	Yes		A, I
Committed to deliver work to a consistently high standard.	Yes		A, I
A willingness to lend a hand and support those around them.	Yes		A, I
Ability to use own initiative and work to schedule whilst maintaining a flexible approach.	Yes		A, I
A willingness to operate flexibly from both Emmanuel Methodist Church and, as necessary and as appropriate, from home.	Yes		A, I
An understanding of conflict management and the skills needed to resolve conflict.		Yes	A, I
<b>Any Other Requirements</b>			
A willingness to potentially extend the work beyond Emmanuel Church to other chapels in the NW area of Barnsley.	Yes		I
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of life.	Yes		I
An understanding of the importance of and a commitment to adhere to Methodist policies around safeguarding, GDPR and data protection.	Yes		I
To have an awareness of yourself and others around you in the context of workplace health and safety.	Yes		I
To be comfortable operating as one of group of keyholders for Emmanuel Methodist Church.	Yes		I
Satisfactory disclosure from an enhanced check by the Disclosure & Barring Service (DBS).	Yes		DBS

A: Application form    I: Interview    P: Presentation    G: Group Exercise    Q: Qualification

**Disability:**

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of this recruitment process. If you have any questions about the way that we are working, please do not hesitate to contact [hr@sheffieldmethodist.org](mailto:hr@sheffieldmethodist.org)

**Entitlement to work in the UK:**

Any job offer will be conditional, subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK should any offer of employment be made.

**Experience, knowledge, skills, and abilities:**

The person specification lists minimum requirements for this post. When shortlisting, the selection panel will only consider information contained in your application form and assess this against the person specification.

**References:**

Any job offer will be conditional, subject to the receipt of satisfactory references. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

**Criminal convictions:**

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record does not necessarily bar you from working for us but this will depend on the type of job that you have applied for and the nature of the conviction.

**Data Protection:**

The information provided on the application form will be held in the strictest confidence. We process this information in line with our privacy policy. If you are successful in your application the information will be used to administer your employment with us. By completing and signing the accompanying application form we assume that you agree to the processing of your data in accordance with our privacy policy.

**Equality, Diversity, and Inclusion:**

Our aim is to have a workforce that reflects the diversity of talent, abilities, and skills drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly. Recruitment will be made solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

**Other Policies:**

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. Should a conditional offer of employment be made you commit to work within and actively promote these at all times. They include, but they are not exhaustive to Health & Safety, Data Protection, the General Data Protection Regulation, Information Governance, Safeguarding, Performance Management, EDI and a range of Personnel and Financial Processes.