

JOB DESCRIPTION



JOB TITLE:	Premises Officer
EMPLOYED BY:	Abbey United Reformed Church, Romsey
MANAGED/SUPERVISED BY:	Liaison Officer, Trustee/Elder

Principal responsibilities and duties

- Acting as a key holder, including opening and closing the premises as required
- Maintaining the security of the buildings
- Managing bookings for the church hall and including coordinating with hirers in a friendly and professional manner
- Preparing the hall and church for use and ensuring the premises, furnishings and grounds remain safe, clean, tidy and presentable at all times
- Carrying out basic administration, including invoicing and maintaining booking records
- Reporting any maintenance and other repairs or concerns to the Liaison Officer
- Arranging access for contractors
- Supervision of contractors and cleaners
- Ensuring all weekly/monthly/annual checks are completed and recorded appropriately
- Taking meter readings
- Supporting a safe environment in line with safeguarding policies and procedures
- Adherence to Health and Safety regulations
- Uphold confidentiality of Church information.

This list is an indication of the main tasks to be performed. It is not an exhaustive list of duties, and responsibilities and may be subject to amendments to take account of changing circumstances.

Health and Safety at Work:

You are required to take reasonable care of the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to co-operate with Abbey United Reformed Church, Romsey, in adhering to statutory safety regulations.

Terms and Conditions

- Terms of appointment: Permanent
- The salary will be £15.00/per hour
- Normal working pattern: 10 hours per week
- Pension provision will be made according to statutory requirements
- All reasonable agreed expenses will be reimbursed and a small budget kept for on-going training. (Note: you will not be expected to use a car for this job).
- At least one day free of responsibilities each week, usually a Sunday.
- 28 days' statutory annual leave entitlement per year including bank holidays (pro-rata for part-time employees).
- Appointment will be subject to a satisfactory Enhanced DBS disclosure
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of a three probationary period.

PERSON SPECIFICATION

JOB TITLE: Premises Officer

REQUIREMENTS	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and qualifications			A/I/P/Q/E
Maths and English GCSE		x	
IT literacy	x		
Experience			
Managing a community hall/building including:		x	
Contractor and cleaning supervision		x	
Ensuring premises are secure		x	
Building relationships with hirers, contractors and people within the community	x		
Liaising with hirers and contractors		x	
Knowledge			
Knowledge of good safeguarding practices		x	
Knowledge of good health and safety practices		x	
Health and safety compliance		x	
Know when to refer to a line manager	x		
Skills and Abilities			
Reliable, responsible, able to work independently with good time management	x		
Friendly, polite and approachable	x		
Good communication skills	x		
Basic administrative skills (eg good record keeping, email, invoicing, online calendars)	x		
Able to keep premises to a high standard	x		
Ability to understand and operate heating system controls	x		
Able to work flexibly	x		
Problem-solving and showing initiative		x	
Any Other Requirements			
An understanding of the ethos of the Church and its community	x		
A willingness to be an ambassador for the Church	x		
A willingness to undertake training, as required	x		
Satisfactory Enhanced disclosure from the Disclosure & Barring Service	x		

A - Application form / I – Interview / P – Presentation / Q – Qualification / E - Exercise