



## JOB DESCRIPTION

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<b>Job Title</b>	Facilities Assistant
<b>Team</b>	Sound & Art and St Swithun's
<b>Location</b>	Worcester
<b>Reports to</b>	Arts Centre Manager
<b>Salary</b>	National Living Wage
<b>Duration</b>	Fixed Term Contract until December 2025
<b>Normal Working Hours</b>	22 hours net per week, including some weekend and evening work. N.B. You will be expected to attend security alarms as part of a shift pattern.

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Churches Conservation Trust (CCT) is the national charity caring for historic churches at risk. As the operator of the third largest heritage estate in charitable ownership in the UK, our 356 historic churches include examples of irreplaceable architecture, archaeology and art from 1,000 years of English history.

CCT has an international award-winning reputation in heritage conservation and regeneration. All churches in our care are listed, mostly Grade I and II\*, and some are Scheduled Ancient Monuments.

Without our care, these buildings might have disappeared entirely. Instead, they are enjoyed as social, tourism, educational and cultural resources, kept open, in use, and living once again in the heart of their communities.

### Sound & Art at St Swithun's

Sound & Art at St Swithun's (SASS) is a £2.8M Heritage Lottery Funded project, to create an arts space in the heart of Worcester city centre. The Grade I listed church has been transformed through conservation and adaptation, giving it a new lease of life. SASS launched in late October 2022.

- Sound & Art at Swithun's aims to be a major player in the city's cultural life;
- Delivering a programme of performances, concerts, recitals and arts events;
- Deliver a cultural and heritage learning programme;
- Provide an environment for people to recharge and relax; to experience and interact with the space in a meditative way;

### Overall job purpose

You will provide effective on-site caretaking and cleaning services as part of the Sound & Art at St Swithun's Team. You will also assist with the setting up and taking down of equipment for events

and ensure the church is opened/locked as required for volunteers, event promoters, workshop providers and venue hires.

### **Key relationships**

- Arts Centre Manager – Line Manager
- Engagement Officer – Based at St Swithun's
- West Region Estate Officer – for example; liaising for the scheduling of contractors to service the building & carrying out building checks as directed
- West Region Business Support Officer – for example; providing data & meter readings

### **Key duties and responsibilities**

#### **1. Management of systems**

- Testing, recording & reporting. For example, fire alarm, utility meter readings;
- Monitor heating controls to ensure temperature levels are maintained;
- Ensure lights and heating work effectively;
- Attend Health & Safety meetings;
- Monitor contractors working on site;

#### **2. Cleaning**

- Clean the building as outlined in the cleaning schedule;
- Ensure the building is tidy;
- Cleaning toilets and replenish disposables and cleaning supplies;

#### **3. Setting up for events**

- Set up or assist with setting up and breakdown of equipment for events;

#### **4. Security**

- Locking and unlocking of windows, doors and gates for day and evening use;
- To ensure hirers have access when required;
- Monitor CCTV system;

#### **5. Maintenance**

- To ensure routine maintenance work is completed promptly and safely;
- Checking for damage on arrival at the premises;
- Report any defects to the Centre Manger/Estate Officer;

#### **6. Act as Duty Manager**

- Co-share Duty Manager role with Centre Manager and Engagement Officer;

#### **7. Responding to Alarm Call Out**

- Act as a Key Holder and first point of contact in an emergency callout, liaising with Police and Alarm Company;
- Un-setting and setting of alarm system;

**N.B.** This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

## Additional Information:

### Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, volunteers and visitors. All staff have a responsibility to manage risk within their sphere of responsibility.

All Trust employees are accountable, through the terms and conditions of their employment, and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

### Data Protection

If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

### Safeguarding

We believe that everyone we come into contact with has the right to be protected from all forms of harm. We want everyone visiting our churches, volunteering with us, or working with us to have a safe and enjoyable experience. We will not tolerate abuse, maltreatment, or exploitation by or to our staff, volunteers, or members of the public. **We expect our staff to share this commitment.**

### Mandatory training (for all roles)

If successful, you will be required to complete mandatory compliance training including, but not limited to:

- Equality, Diversity, and Inclusion
- Bullying and Harassment for Employees
- Stress Awareness
- Mental Health Awareness
- Health & Safety Essentials
- Fire Awareness
- DSE Assessment
- GDPR UK Awareness
- Safeguarding Awareness
- Effective Remote Working (if applicable)

## Person Specification

### Section One: Essential Criteria

If you cannot provide evidence that you fully meet the essential criteria, your application will not be put forward for further shortlisting against the other criteria in section 2.

	Essential Criteria	How this will be assessed
1	Educated to 3 GCSE's A* – C and above or equivalent level.	A
2	Demonstrate that they have had previous experience in a similar role.	A

3	Ability to understand and report on technical information.	A/I
4	Ability to follow Health & Safety regulations.	I
5	Effective communication skills.	I/A
6	Able to work on own initiative and prioritise work	I

## Section Two: Desirable Criteria

	Desirable Criteria	How this will be assessed
1	Methodical approach to undertaking routine tasks	I
2	Willingness and flexibility to work evenings and weekends.	I

## Information on assessment methods

Code	Assessment method	This means...
A	Application	You need to provide examples and evidence as to how you meet this criteria in your application.
I	Interview	You will be asked competency based questions around this criteria at interview.
T	Test	This could be an ability test or group exercise assessing you against the criteria.
P	Presentation	You will be asked to prepare or give a presentation to demonstrate against this criteria.

## Selection criteria

The candidates who appear from their application to best meet the person specification criteria will be invited to interview. It is therefore essential that your application gives a full but concise description of the nature, extent, and level of the responsibilities you have held. The shortlisting criteria are detailed under the personal specification. Please ensure that you address each of the areas that are to be assessed in your application. Applications by CV only will not be accepted.

We are an inclusive employer and offer equal opportunities to all regardless of an individual's age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

We are not a licenced sponsor at this time. Any offer of employment will be made subject to valid right to work in the UK being provided.

## Employee benefits

- Membership of the generous Civil Service Pension scheme
- 27.5 days annual leave provision, rising 30 days after five years' service and 33 days after ten years
- flexible working arrangements
- home working allowance for home-based staff
- life assurance through the Civil Service Pension scheme
- learning and development opportunities
- enhanced parental leave arrangements
- a free and confidential employee assistance programme
- season ticket loans and cycle to work scheme
- subscription allowance to a professional body
- 20% staff discount on Champing™ at CCT sites

## How to apply

If you would like to apply for this role, please [visit our recruitment portal](#). You'll be asked to submit a CV and a short supporting statement (max 2 sides A4) outlining how you fulfil the person specification for this post.

Please note direct applications via email cannot be accepted for this role; only applications submitted through our recruitment portal will be considered.

The closing date for receipt of applications is **8am on Friday 9<sup>th</sup> August 2024**

There will be a familiarisation day for successful candidates invited to interview on **Tuesday 20<sup>th</sup> August** at **St Swithun's, Worcester from 12-1pm** and Interviews will be held on **Wednesday 21<sup>st</sup> August** at **St Swithun's, Worcester**. Please note that the interview dates and location have been specifically chosen according to the availability of the panel.

We are a Disability Confident Committed Employer. Candidates who declare that they have a disability and who meet the essential criteria for the job will be offered an interview.

If you have any queries about this role, or if you have a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please email [recruitment@thecct.org.uk](mailto:recruitment@thecct.org.uk)

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