



# Proclamation Trust

*Candidate Information Pack  
Buildings & Facilities Manager*

**‘Lifelong Bible training partnership’**

*[www.proctrust.org.uk](http://www.proctrust.org.uk)*

## Our Vision:

The fundamental conviction underlying the work of the Proclamation Trust is that when the Bible is taught God Himself speaks, and His voice is heard clearly. Expository Bible teaching is vital to the life and growth of the church, so is at the front and centre of all we do.

We aim is to train Bible teachers, whether full-time, part-time or those doing it all in their spare time, so that they can teach it faithfully to others. We encourage one another to be faithful to the text and believe in a radical Bible-centricity.

We also offer a lifelong learning partnership and seek to provide a fellowship of like-minded evangelicals across the denominations for encouragement in an exacting work.



You can find out more about our vision and work on our website: [www.proctrust.org.uk](http://www.proctrust.org.uk)

## The role:

In this key role, the Buildings & Facilities Manager will lead on all matters related to our Proclamation Trust building on Walworth Road, Elephant and Castle, London.

You will work with the Admin Team and report to the Business Manager & Chief of Staff. The main functions are to look after the security of the building, ensure Health and Safety compliance, complete non-specialist maintenance and repairs, manage contractors and supplies. The post holder will be responsible for the cleaning of designated areas on a daily basis.

In this role, you will be contributing in a real and meaningful way to our vision of training and equipping Bible teachers in the UK and beyond.

# Core responsibilities



## Buildings/Health and Safety:

- Ensuring the implementation and compliance with appropriate Health and Safety Codes of Practice in liaison with the Business Manager
- With the Business Manager, undertake routine health and safety checks including site walkabouts. To provide guidance and support to staff where issues have been identified
- To ensure that knowledge of the relevant legislation is kept up to date
- To undertake all routine Fire Safety Checks, arrange servicing of fire systems/equipment, manage the Fire Risk Assessment & act as a Fire Marshall
- To undertake all routine Legionella Checks & manage the Legionella Risk Assessment.
- Arrange for all routine servicing of systems & equipment across the building
- To operate the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available, carrying out frost precaution procedures as necessary
- To act as key-holder and carry out security procedures for the building, including responding to out of hours emergency situations
- To identify and prioritise maintenance requirements and prepare and organise work programmes in liaison with the Business Manager
- To carry out first-line repairs and maintenance eg plumbing, redecoration, repairs
- Ensuring that adequate supplies of cleaning materials and other supplies are available and obtaining best value on supplies to ensure financial diligence
- Testing portable electrical equipment if trained and accredited to do so
- Caretaking duties, including cleaning some designated areas & supervision of student cleaning duties
- The letting of the surplus estate and the serving of those tenants whilst ensuring those tenants comply with all necessary obligations.

## General:

- To participate in the daily staff prayer meeting. & regular whole staff meetings
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager
- Comply with all Trust policies and procedures, including the Code of Conduct and those relating safeguarding, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person
- Contribute to the overall ethos, work and aims of the Proclamation Trust

## **The successful candidate will have:**

- Experience of caretaking and/or buildings maintenance/security
- Experience of work planning, contract negotiation & supervision and budget management
- Knowledge of security, heating plant and other building systems
- Experience of meeting Health and Safety requirements
- The ability to undertake DIY tasks/ use tools and equipment to maintain buildings
- A thorough knowledge of Health and Safety legislation and requirements (COSHH)
- Basic Maths, English & IT skills
- Strong organisational, people, and time-management skills
- Excellent interpersonal skills and ability to form and maintain effective working relationships with colleagues
- An ability to prioritise work, to cope with competing demands, deadlines and interruptions
- Have high levels of professional integrity and enthusiasm
- A Christlike heart for supporting the ministry of Bible teaching and training

## **Not sure that you tick all the boxes?**

While this job description is an outline of the ideal candidate, we would not necessarily expect one person to have all the skills and experience required. If you fulfil many of the criteria, with a willingness to learn through working alongside others, we would like to hear from you.

# Application Process



## Other information:

Due to the nature of the role, it is a genuine occupational requirement that the post holder is a committed evangelical Christian who fully supports the objectives of the Proclamation Trust.

The Proclamation Trust is committed to safeguarding adults at risk, and children from abuse and neglect. We expect all staff who work with us to share this commitment.

The Proclamation Trust is a charity registered in England and therefore applicants must have the right to work in the UK.

## Terms and conditions:

- There is flexibility around hours (possibility of full-time or part-time) depending on the skills, experience and availability of the successful candidate
- The salary will be in the region of £25,000 - £30,000 (pro rata for part-time). This will be reviewed on an annual basis
- Employer pension contributions of 5% of salary with the option for employee contributions
- Death in service benefit of four times salary
- 25 days holiday per annum pro-rata plus bank holidays & Christmas shutdown
- The role is based at our offices in Elephant & Castle in London

## To apply:

Please send us a completed staff application form ensuring that you explain how your skills and experience are relevant, and why you are the ideal candidate for this post.

Email: [enquiries@proctrust.org.uk](mailto:enquiries@proctrust.org.uk)

Closing date for applications: noon on Monday 27th November

If you have any questions or would like to visit us, please contact Kate Peters via the email address above or telephone 020 7407 0569