



Estate and Facilities Manager

St Stephen's: Loving God. Growing Disciples. Transforming Communities.

Working hours	35 hours / week
Salary	£33,500–£35,000, depending on experience.
Responsible To	The Operations Director

About St Stephen's

St Stephen's is a vibrant, growing Evangelical Charismatic Resource Church with around 500 adults, 100 children and 80 youth, supported by a committed staff and volunteer team. [St Stephen's](#). Our vision is simple: *Love God, Grow Disciples, Transform Communities*. Sundays sit at the heart of our life together, with three services that gather us for worship, teaching and prayer, alongside a wide and active ministry across generations and a strong commitment to serving and resourcing the wider church. With the launch of our four-year GROW Strategy (Autumn 2024), we are strengthening our operational priority to be faithful in our response to where God is leading us.

Role Overview

The Estate & Facilities Manager is responsible for the effective management, upkeep and maintenance of the St Stephen's estate (comprising of the Church, Crossway, office building & 4 residential properties), ensuring that the estate is safe, compliant, well maintained and fit for ministry and community use.

The role oversees estate administration, building services and residential property maintenance, maintaining accurate records and contractor documentation. The post holder manages the annual maintenance programme, quinquennial inspection process and capital works projects, coordinating contractors and suppliers to ensure work is delivered safely, efficiently and within budget.

The Estate & Facilities Manager also leads on Health & Safety across the estate, ensuring that appropriate policies, risk assessments, fire safety procedures and statutory compliance requirements are in place and implemented, working closely with the Director of Operations.

If you feel called to this role but do not meet each requirement to equal levels, we warmly encourage you to apply. We are open to considering compressed hours where needed.

Key Responsibilities

Estate Maintenance & Operations

- Undertake daily site checks and carry out or coordinate general repairs and maintenance across the estate as required
- Manage the cleaning contract and liaise effectively with the cleaning team.
- Ensure that the church & crossway are clear, tidy, safe and ready for use – conducting twice daily checks
- Carry out regular inventories of cleaning items and replenishment



- Regularly assess the condition of estate buildings and fabric assets, reporting findings and recommended actions (including cost estimates) to the Operations Director and the PCC Finance, Audit and Buildings Sub-Committee.
- Develop, maintain and update a centralised electronic system of repair and maintenance information (e.g. equipment serial numbers, contractor details, service intervals).
- Provide information, support and training to staff and ministry leads in the operation of relevant building services and equipment to ensure the smooth running of events and activities.

Contractor & Project Management

- Coordinate, oversee and direct contractors and tradespeople to deliver the annual maintenance programme and longer-term building works.
- Evaluate and make recommendations regarding contract service awards and monitor contractor performance, signing off work upon satisfactory completion.
- Work closely with the Operations Director in the delivery of capital works projects, including liaison with architects and planning consultants, oversight of tender and selection processes, and securing all required planning, building control and diocesan faculty approvals.
- Oversee the Quinquennial Inspection process and ensure the implementation of its recommendations.
- Lead the implementation of 'Eco Church' initiatives and support progress towards the church's net zero carbon goals.

Health & Safety

- Lead all aspects of Health & Safety across the estate.
- Arrange appropriate first aid and fire safety training for staff and relevant volunteers.
- Notify the Operations Director and Senior Leadership Team of any safety issues relating to the estate, taking immediate action where required and recommending solutions.
- Arrange and support the annual General Risk Assessment and triennial Fire Risk Assessment, working with external assessors and implementing recommendations, prioritising higher-risk items.
- Assist with the preparation and management of Risk Assessments and Safe Systems of Work for church activities, events and external bookings, ensuring documents are stored and regularly reviewed.
- Prepare and maintain fire evacuation plans and fire notices for all relevant buildings.

Estate Administration

- Conduct estate administration, including:
 - Utilities (meter readings, supplier contracts etc.)
 - Keys register
 - Weekly statutory fire safety checks
 - Property Terrier and inventory
 - Church log book
- Assist in the administration of insurance and residential property tenancies, under the direction of the Operations Director

Team & Operational Support

- Work collaboratively as part of the Operations Team, maintaining effective communication with clergy and the wider staff team.
- Provide out-of-hours emergency call-out support where required.
- Input to PCC communications, updates and reporting on Estate and Facilities status and priorities.
- Undertake any other reasonable duties as required, in support of the wider mission and ministry of St Stephen's



Who We're Looking For

- Has a personal Christian faith and supports the vision and life of St Stephen's.
- Is, or willing to become, an active member of St Stephen's Church.
- Has experience in estates, facilities, building maintenance or property management.
- Is organised and proactive, able to prioritise tasks and manage multiple maintenance activities.
- Is confident coordinating contractors and suppliers.
- Has a working knowledge of Health & Safety and building compliance
- Is comfortable using basic digital systems (e.g. Office 365) to maintain records and schedules.
- Values excellence, strong systems and healthy governance.
- Has the right to work in the UK.

Essential skills:

- Knowledgeable and experienced in project planning, building and equipment maintenance and site management
- Positive and proactive 'can do' attitude, providing solutions and giving sound property advice
- A pro-active, flexible and collaborative approach to work
- Sufficiently fit and strong to undertake the physical elements of the role
- Able to engage and manage skilled consultants, contractors and tradespeople for major repairs and renovation works
- Excellent communication and interpersonal skills with a customer focused approach
- Sound knowledge of latest health and safety best practices (regular training provided)
- A well organised approach to work with good attention to detail
- Excellent time management skills with the ability to prioritise a large and varied workload
- Good computer literacy skills to include Microsoft Outlook, Word and Excel
- Ability to work independently and as part of a team

Working Pattern & Terms

- ££33,500–£35,000, depending on experience
- Full-time (35 hours per week).
- Working days: Monday to Friday
- Office based at St Stephen's Church Office, St Margarets.
- Attendance at the weekly staff meeting, APCM, Staff Day Away, INSET days etc
- To hold an emergency mobile phone for emergency calls
- 25 days annual leave plus Bank Holidays
- Workplace pension, life cover.
- Six-month probationary period.
- Responsible to the Operations Director

What now?

If you would like to have an informal conversation with the operations director prior to applying please contact carolineharris@st-stephens.org.uk to arrange.

How to apply: Please complete the application form and submit it together with a supporting statement to carolineharris@st-stephens.org.uk

Closing date: 15 April 2026

Interviews: 28 April 2026 – afternoon/early evening