



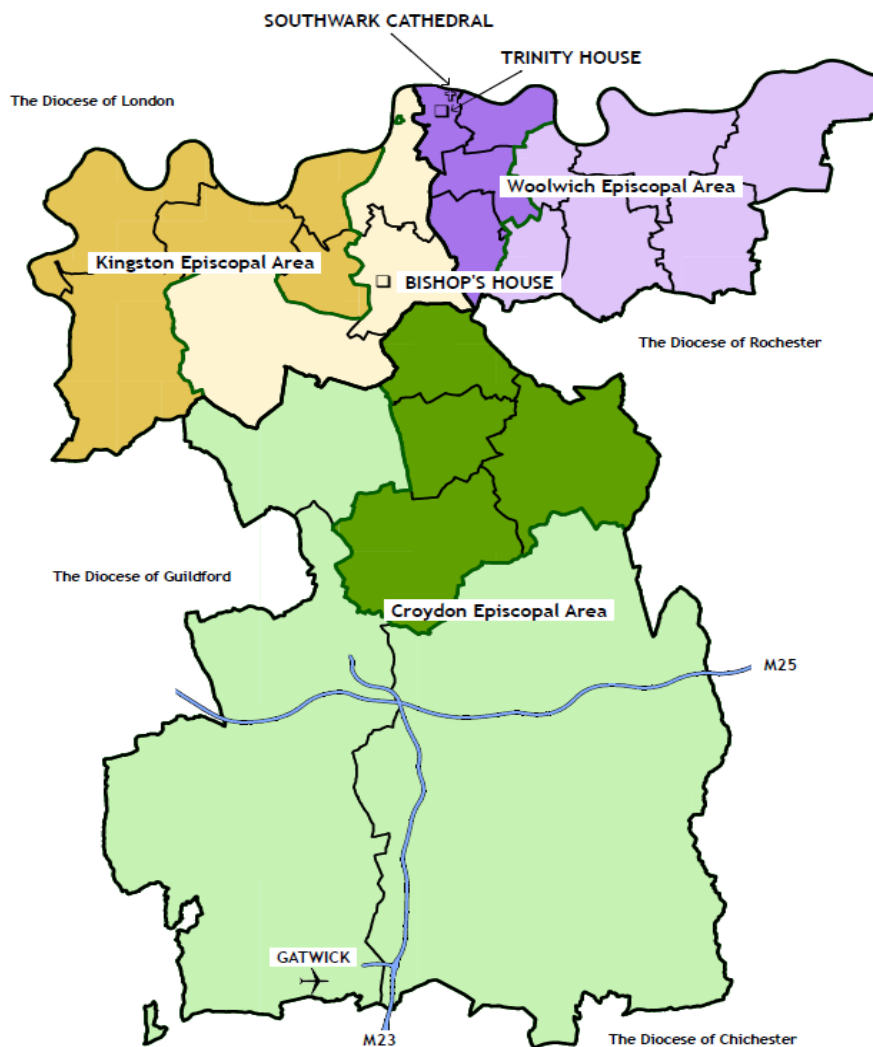
**The Diocese of
Southwark**

Office Facilities and Safety Officer

Job Information Pack

Closing date: 22nd September 2024

Interview date: Tuesday 1st October 2024



**Christ
Centred
Outward
Focused**

Our Values

Effective Stewardship of resources
Respect for all

Collaborative Team Working
Transparent Accountability



The Diocese of Southwark

Diocesan Staff Purpose

To lead, enable, serve, support, and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark

JOB DESCRIPTION

Job Title:	Office Facilities and Safety Officer
Hours of work:	Monday to Friday, with occasional evenings and/or weekends 28 hours per week
Salary:	The post has the salary of £29,411 per annum (£36,763 pro rata)
Location:	Trinity House, Borough High Street, SE1 1HEW
Reporting To:	Executive Assistant to the Diocesan Secretary
Responsible for:	Providing a range of facilities administration and support including: <ul style="list-style-type: none">✘ Facilities for our central office✘ Health, safety, and wellbeing✘ Front of House support✘ Our staff
Job Purpose:	The Office Facilities and Safety Officer is responsible for ensuring the efficient operation, maintenance of a safe and healthy work environment; [by developing, implementing and monitoring safety policies and procedures] and overall management of the physical work environment. This role ensures compliance with all relevant health and safety regulations, conducts risk assessments, and provides training to employees on safe work practices. By proactively identifying hazards and working closely with all departments. This role is key in creating a safe, comfortable, and productive workplace for all employees by overseeing the daily operations of the office facilities, including space planning, equipment management, and contractors.
Key relationships:	Deputy Diocesan Secretary Director of HR and HR Administrator Property Compliance Surveyor and Director of Property Services Diocesan Environmental Officer

Background:

The postholder will also play a key role in implementing sustainability initiatives, ensuring compliance with health and safety regulations, and managing budgets to optimize facility-related expenses. Through proactive maintenance, effective space utilization, and managing contractors, the postholder will contribute to a positive and efficient working environment that supports the organization's overall goals and objectives.

Main responsibilities

- Overseeing the upkeep and administration of the *soft* facilities of Trinity House including water coolers, office cleaning contract, carpet cleaning, refuse collections, bulk item collections, recycling, gardening and window cleaning.
- Working with the Front of House Officer to ensure that the reception and switchboard is covered. This will normally include reception cover once a week, on a Friday and daily, at lunchtimes.
- Ensuring that the post-room and all aspects of facilities for staff and visitors are provided efficiently and to a high standard, this includes refreshments, hospitality and occasional room set up and printing.
- Being the central point for receiving the reports of repairs, and facilities issues, liaising with the Property Department's Repairs Co-ordinator, to ensure that repairs get followed up and completed.
- Liaising with Property Compliance Surveyor and dealing with contractors from time to time.
- Ensuring the completion of regular building and health and safety checks.
- Monitoring progress against actions identified from the Fire Risk assessment.
- Ensuring that Fire Marshals are in place, and suitably trained.
- Making sure that regular tests of the fire alarm systems and fire drills take place.
- Arranging suitable desk space and office furniture.

General Administration

- To support colleagues in the Secretariat when required, including administrative support for the work arising from the committees and governance structures such as the taking of minutes and write up notes from meetings when required (this will occasionally include evenings and weekends).
- In a small organisation there will be the need for flexibility to provide support to other departments and roles as demands require. It is expected that all our staff will cover any duties that are reasonably required for the efficient functioning of the Diocese.

Health & Safety and Administration

- Acting as a member of the Health & Safety and Facilities Committee, assisting with producing agendas, minutes and follow-up.
- Recording and progressing health and safety related actions, e.g. recording of fire evacuations and fire alarm tests and First aid at work.

Facilities

- Carry out building checks by walking the floors of the building, to ensure everything is up to standard and reporting issues to line manager.
- Ensure necessary and regulatory signage is up to date and visible, keeping colleagues informed and safe.
- Logging and reporting all technical faults and liaising with HR and Property Department.
- Liaising with the Property Department and external companies to arrange ad hoc and recurring services (e.g. handyperson/cleaners etc)
- Provide equipment replacements and orders in line with contributing to the Net Zero Carbon policy (i.e. recycling opportunities).
- Provide support and cover to reception.

Facilities - Daily Checks

- All Sanitation Points; Gel, Tissues, Bins.
- All Toilets: Paper Towels; Soap, Gel.
- All Kitchen Areas: Paper Towels, Soap, Gel, Water Bottles: Check if need replacing each day.
- Facilities / Building Requests: log and facilitate requests and liaise with Property Team Log all requests. Action where required.

Health and Safety

- Ensure that all Health & Safety policies, procedures, records, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
- Ensure full and accurate health and safety and training records are maintained.
- Ensure, with the Property Compliance Surveyor, that safety inspections are carried out, fire alarms are done weekly and correctly reported, fire extinguishers are inspected, and dates logged, and employees are aware of their responsibilities.

Other Responsibilities

- To work in accordance with the values and behaviours expected of members of staff in the Diocese.
- To work co-operatively with colleagues across the organisation.
- To comply with the Diocesan Equal Opportunities Policy, Code of Conduct and other relevant policy, procedures and legislation.
- To comply with and/or ensure compliance with the Diocesan Data Protection Policies and the General Data Protection Regulations and other relevant legislation.
- To comply with the statutory provisions of the Health and Safety at Work Act 1974.
- The Diocesan Health and Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and

problems as soon as practicable to their supervisor, manager or other senior members of staff available.

- To ensure that confidentiality is respected and always maintained.

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Environment Policy

One of our values is to have effective stewardship of our resources. We have a commitment to our the Diocesan Environment policy, and for our staff to play an appropriate part in its implementation.

Confidentiality

Maintaining confidentiality, and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

Person Specification

This post is subject to an occupational requirement that the postholder be a practising Christian under Part 1 of Schedule 9 of the Equality Act.

Essential	Desirable
Experience and qualifications	
The ability to communicate in a clear and lively manner both in writing and verbally	Experience of working with large and small groups
This post would be suitable for someone with experience in office and facilities administration	To be numerate, with proven experience in Excel, and the ability to use spreadsheets for data collection and preparing accurate reports using data
Skills/Aptitudes	
Good IT competency in MS Word, and Excel	Use of templates and mail merge
The aptitude to understand finances, budgeting and budget management	Experience of databases and SharePoint
Good telephone manner	
Ability to deal sensitively and diplomatically with a range of people	
Organised, able to work to tight deadlines and manage conflicting priorities	
A willingness and ability to work evenings and weekends as required	
Good communication skills with the ability to deliver succinct oral and written output.	
Character and personal qualities	
Clear communication skills, friendly and efficient	Understanding of Church of England structures
Well organised and able to prioritise a changing workload.	A willingness to work within a diverse Christian ethos and demonstrate a commitment to our staff values
Enjoys finding solutions, and getting things done	
An eye for detail and desire for accuracy	
Has a can do attitude, and is a 'completer-finisher'	
Someone who respects colleagues irrespective of their position or background	

DIOCESE OF SOUTHWARK

Office Facilities and Safety Officer

Part time- 28 hours per week

Outline terms and conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be Trinity House, although you will be required to visit area offices in Kingston and Croydon from time to time, and home visits may be required.

Salary

The post has the salary of £29,411 per annum (£36,763 pro rata)

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays. The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Cycle to Work Scheme

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Employee Assistance Programme

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months' notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

2. Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion. The Diocese covers primarily the area of Greater London, which is south of the Thames, together with the eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

The Diocese covers sixteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The priorities of the Diocese are to release gifts, renew vocations and deepen people's life of faith. We aim to do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.

Specific aims which the Diocese is working towards at present in line with Southwark Vision are:

- to emerge from the Pandemic with renewed confidence and wellbeing.
- to recover our average weekly attendance to pre-Pandemic levels.
- to increase the number of worshipping communities, affirming parishes, communities of faith which are Fresh Expressions of Church.
- to grow our financial resource base to resource mission and ministry.
- to increase lay and clergy vocations.
- to grow leadership and representation that reflects the rich diversity of Southwark Diocese.

We seek to be Christ-centred and outward-focused in all we do.

The Diocese is committed to providing the resourcing necessary to train and house over 300 stipendiary clergy to minister in its parishes, alongside laity and clergy in secular employment.

Following on from a better-than expected financial outcome in 2020, careful cost control during the pandemic, and helped by grant income, the Diocese ended 2021 with a surplus of £4.6m. The Parish Support Fund is the bedrock of Diocesan financial resilience.

The Diocese of Southwark serves...



2.9 million people



in the 16 local authorities
of South London &
East Surrey



through 356 places of
worship — a Church of
England presence in
every community



and 104 church schools
educating more than
37,000 young people

In 2016 our governance structure was streamlined to align policy and resource decision-making in a new Diocesan Council of Trustees (DCT). The governance of the Diocese is held by the DCT which incorporates the Diocesan Board of Finance, Bishop's Council, Diocesan Mission & Pastoral Committee, and Diocesan Parsonages Board, with co-terminus membership. The DCT delegates the day-to-day management and leadership of its activities to the Diocesan Secretary who is accountable directly to it and who meets with both the Senior Management Team (comprising Departmental Heads, of which the Deputy Diocesan Secretary is one) and monthly with Archdeacons. In addition, more granular oversight by the DCT is exercised through its two committees, the Policy and Finance Committee (PFC) as well as the Audit and Risk Committee (ARC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the ARC in its ongoing appraisal of risk, including investment risks.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Strategic objectives. These are known under the banner of 'Lead, Enable, serve' and are summarised in the table that follows below.



SOUTHWARK VISION 2024 – 2035

Christ Centred | Outward Focused

Diocesan Staff Values

Effective Stewardship of resources
Respect for all

Collaborative Team Working
Transparent Accountability

DIOCESAN STAFF PURPOSE

To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.

DIOCESAN STAFF AIMS

- ✘ To support our parishes and clergy so that they are energised, equipped and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.
- ✘ To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practise.
- ✘ To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.
- ✘ To resource, and support mission and evangelism, vocational discernment, training and ongoing development for lay and ordained ministries.
- ✘ To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.