



## Job Description – Facilities Assistant

---

**Role:** Facilities Assistant

**Organisation:** New Life Church

**Locations:** Milton Keynes

**Line Manager:** Facilities Manager

**Hours of Work:** 25 hours

**Salary:** £28,053 (£17,533 pro rata)

**Length of employment:** Permanent

### About New Life Church

New Life Church is a diverse and growing church in the heart of Milton Keynes. Our mission is to be a community that loves God, loves people, and makes disciples of all nations. We are a community of all ages and over 35+ nations and our desire is to be a mission shaped church who serve our city, our nation, and the nations with the radical love of God.

The Facilities Assistant supports the smooth day-to-day operation of buildings and grounds across New Life Church and its associated entities, including the Ridgeway Conference Centre and Ridgeway Community Trust.

Find out more on our websites: [www.newlifechurchmiltonkeynes.org](http://www.newlifechurchmiltonkeynes.org) and [www.theridgewaycentre.com](http://www.theridgewaycentre.com)

### Role Overview

The Facilities Assistant supports the smooth day-to-day operation of buildings and grounds across New Life Church and its associated entities, including the Ridgeway Conference Centre and Ridgeway Community Trust.

This role focuses on ensuring all sites in Milton Keynes are safe, well-maintained, compliant, and welcoming for staff, volunteers, community users, and commercial clients.

Approximately 10 hours per week will be dedicated to supporting the Ridgeway Conference Centre, providing hands-on assistance with room setup and event logistics.

This role requires a proactive and self-motivated individual who is able to work independently, manage their time effectively, and take ownership of day-to-day facilities tasks.

### Job Purpose

To support the Facilities Manager in maintaining safe, compliant, and well-presented buildings and grounds across all sites, and to provide practical setup and logistical support for events and activities.

## Key Responsibilities

### Facilities & Building Support

- Assist with routine building maintenance and minor repairs
- Carry out regular inspections of facilities, equipment, and assets
- Report faults, hazards, and maintenance needs promptly
- Support planned preventative maintenance programmes
- Assist with room setups, furniture moves, and equipment installation
- Support general site upkeep including cleaning, waste management, and external areas (grounds and car parks)
- Respond to facilities requests and maintain accurate records and logs
- Carry out tasks delegated by the Facilities Manager to support operational needs
- Work independently to complete assigned and routine tasks, identifying and addressing issues proactively

### Health, Safety & Compliance

- Support the maintenance of a safe working environment in line with health and safety regulations
- Carry out routine safety checks (e.g. fire exits, alarm, emergency lighting, kitchen)
- Maintain accurate records to support compliance requirements
- Report hazards promptly and take appropriate action where required
- Assist with risk assessments, audits, and inspections

### Contractor & Supplier Support

- Escort contractors and visitors on site where required
- Assist with coordinating maintenance visits and service calls
- Ensure contractors follow site policies, procedures, and health and safety requirements

### Conference Centre & Event Logistics (Approx. 10 hours per week)

- Set up and reset rooms for conferences, meetings, church activities, and community events
- Arrange furniture, staging, signage, and basic AV equipment
- Ensure spaces are clean, safe, and prepared to agreed specifications
- Provide practical on-site support before, during, and after events as required
- Work collaboratively with staff, volunteers, and clients to ensure a positive experience

### Skills & Attributes

- Practical, hands-on approach with basic maintenance skills
- Excellent organisational skills and attention to detail
- Ability to work independently and as part of a team
- Flexible and willing to support activities outside standard hours when required
- Good communication skills and a helpful, service-oriented attitude
- Ability to engage positively with a wide range of people

### Physical Requirements

- Ability to carry out manual handling tasks (e.g. moving furniture and equipment)
- Willingness to work both indoors and outdoors in varying conditions

### Other Duties

This job description outlines the main responsibilities of the role but is not exhaustive. The post-holder may be required to undertake other duties appropriate to the level of the role to meet the needs of New Life Church and its associated entities.