



## Venue & Buildings Manager

<b>Location:</b>	<b>Clerkenwell, London EC1</b>
<b>Hours:</b>	<b>This post is provisionally full time however job-shares or flexible working will be considered</b>
<b>Salary:</b>	<b>£30K to £35K depending on experience</b>
<b>Reporting to:</b>	<b>Operations Manager</b>
<b>Annual Leave:</b>	<b>25 days plus bank holidays</b>
<b>Applications:</b>	<b>Covering letter with CV to <a href="mailto:operations@inspirelondon.org">operations@inspirelondon.org</a></b>

### Background

Inspire Saint James Clerkenwell is a Church of England church with two services (11am and 4pm) and a congregation of around 200 adults and 80 children. The congregation is vibrant and diverse and passionate about sharing the good news of Jesus. At Inspire Saint James we place a high priority on biblical preaching, engaging the heart and cultural connection as we seek to apply the gospel to all areas of our lives.

### Introduction to role

We are advertising for a Venue & Buildings Manager to help provide effective stewardship and management of our wonderful and busy Grade II\* listed church building.

A large proportion of the church's income is generated by hiring out the crypt, church and accompanying spaces to external clients. These facilities are used to host a wide range of events including wedding receptions, press briefings and filming, exhibitions, networking and corporate events, concerts and university examinations. Our ability to rent out these spaces supports the church's broader mission and helps maintain the building for future generations. You can find out more about our venue business on our website [www.cryptonthegreen.co.uk](http://www.cryptonthegreen.co.uk).

We are looking for someone who can take ownership of the building and the room hire business and see that the work they do supports and facilitates the ministry of the church. They will ensure that the resources we have are best utilised and that health and safety and legal obligations are fulfilled in relation to the building. This is a client facing role, where you are required to provide a professional service to all who visit the church and the variety of clients looking to use the Church and Crypt on the Green as an event space.

The post holder will be part of the operations team, working closely with the Bookings Administrator and the Caretaker. They will also be part of the wider staff team in which we pray

for one another, support one another and we help each other to achieve our purpose and lead our ministries. We meet weekly for team meetings; and daily for word & prayer. We want to have fun together, in a mutually supportive environment, as we follow Christ.

At Inspire Saint James, we recognise that each candidate brings a unique set of skills, experiences, and strengths to the table. As such, while we provide a comprehensive job description here outlining the core responsibilities for this position, we are flexible and open to adjusting the role based on the candidate's expertise and proficiencies.

## **1. Personal Qualities**

The Venue & Buildings Manager will:

- possess a good personal and conversational manner and an ability to build rapport quickly with others
- be commercially aware, able to understand trends and needs of your customers in order to put actions in place to improve the venue's revenue
- be practically-minded, always be looking for better ways of doing things
- be a team player - open to personal change, feedback and professional development
- be comfortable with sales targets and increasing revenues
- be self-motivated, able to work alone, setting priorities and managing day-to-day workload without close supervision
- be sympathetic to the beliefs and procedures of an Anglican Parish Church

## **2. Skills and Experience**

The Venue & Buildings Manager will:

- Possess good administrative and computer skills, including being fully conversant with G-Suite (Google), Microsoft Word & Excel and be able to maintain online databases
- Be able to deal with maintenance issues and manage external contractors and suppliers
- Be able to deal with difficult situations appropriately and with sensitivity
- Be willing to learn and update computer programs which will facilitate the administration of the post as these become necessary or available
- Be educated to a good standard, preferably at least to A-level standard
- Be able to effectively manage staff and volunteers
- Be experienced in either business management, building management or both

Desirable:

- Knowledge of health and safety issues and procedures as they relate to public buildings and church buildings
- Understanding of Church of England structure and Faculty permission procedures
- Experience of heritage buildings
- Practical skills e.g. basic repairs, DIY

### **3. Key Responsibilities**

The duties include:

#### **Crypt Business Management**

- Leadership and line management of the Crypt team
- Take responsibility for annual targets and Crypt business plans
- Work with the Treasurer to provide accurate and optimistic monthly budgets, accounts and annual budgets
- Oversee outgoing business expenditure
- Product Development - constantly improve the business offering, and maximise available resource to increase sales
- Monitor, develop and improve processes and infrastructure
- Assisting the bookings administrator with the routine administration of the room hire bookings, including responding promptly to client emails, showing clients around the venue, answering phone calls, responding to client requests and holiday cover
- Managing relationships associated with the events to ensure the clients, church community, and neighbours are all working effectively together
- Ensure the security of the church and crypt at all times

#### **Buildings Management**

- Devise, oversee and operate an annual schedule of maintenance for the Church Building
- Ensure that work requested by the Quinquennial Review is scheduled and implemented, liaising with our architects as appropriate
- Organise, schedule and supervise regular (annual, bi-annual) maintenance contracts for key infrastructure (including but not limited to fire alarms, emergency lighting, lightning conductor, M&E, gutter cleaning)
- Maintain a log book of maintenance work, service contracts and approved contractors
- Ensure that houses and other properties owned by the church are maintained regularly to an acceptable standard
- Be the contact point for ad-hoc maintenance issues, either responding directly or organising appropriate contractors or volunteers
- Be the primary contact person for out-of-hours emergencies relating to the Church Building
- Project manage new developments and projects to improve the facilities and other aspects of the Church Building as agreed by the buildings team or other appropriate bodies
- Oversee the deployment, operation and effectiveness of the church contract cleaners
- Liaise with health & safety consultants to develop and implement Church Building policies including (but not limited to) health and safety, fire, emergency evacuation, first aid, food hygiene and ensure all staff and building users are aware of these.

### **4. General Terms:**

- The post will be based in the office at Inspire St James Church, EC1R 0EA, but we are open to hybrid working arrangements.
- This post will be a permanent contract. There will be a six month probationary period, during which the notice period will be one week, after this time the notice period will be 3 months.

- The post is full time 40 hours per week. Inspire St James operates core working hours of 9am - 6pm. However, for this role we are open to discussing the possibility of reduced hours, job-shares, flexible start and finish times or compressed hours. We invite applicants to discuss their flexible job requirements at the interview.
- Salary package from £30K to £35K depending on experience.
- Holidays – 25 days annual leave plus eight statutory bank and public holidays.
- Inspire Saint James offers several staff benefits including: dental insurance, a monthly Christian book allowance, regular social events including a weekly staff lunch, annual salary reviews and an enhanced pension package.
- Training will be provided on Manual Handling, Working at Heights, Food Hygiene, Line Management and First Aid at Work as required
- Inspire St James operates a 'Bring Your Own Device' policy - providing funding for you to use your own computer
- All team members are expected to participate in the running of church service activities and as such there is a Genuine Occupational Requirement for the post holder to have a Christian faith

**To apply:**

Please supply to [operations@inspirelondon.org](mailto:operations@inspirelondon.org)

1. A cover letter highlighting your relevant skills and experience and expressing what excites you about the role.
2. A corresponding CV limited to two pages.

Deadline: 31st March 2024. Submissions will be reviewed promptly upon receipt and interviews will be conducted on a rolling basis.

Start date: Mid-April 2024.