

Facilities and Operations Manager Job Description

Kennet Valley Free Church

Job Title: Facilities and Operations Manager

Reports to: Graham Cooke or Tom Wederell (tbd) / Church Leadership Team

Hours: 22.5 hours per week (equivalent to 3 days)

Working Pattern: Flexible, with some regular hours required on-site at the church building and monthly attendance at the Leadership Team meeting.

Location: Kennet Valley Free Church

Salary: £27,000-£29,000 pro rata salary (*depending on experience*)

Start Date: January 2026

Purpose of the Role

The Facilities and Operations Manager will play a vital role in ensuring the smooth running of the church's day-to-day operations. Working closely with the leadership team, staff and volunteers, the postholder will oversee office management, facilities management, volunteer & team coordination as well as policies and health & safety — enabling the church to effectively carry out its ministry.

Key Responsibilities

1. Administration & Office Management

- Support the coordination of rotas, as required (eg. Service Rota, Junior Church Rota etc.).
- Maintain office supplies and contracts.
- Maintain internal and external notice boards as well as information materials in the foyer.
- Handle correspondence to the church building (including the answer phone) and relay messages to appropriate staff or Leadership Team members.
- To liaise with the Caretaker and Bookings Coordinator where necessary.
- Support the recruitment of new staff (prepare job descriptions / adverts / respond to applications / obtain references).

2. Facilities Management

- Oversee the organisation of volunteers and contractors to ensure the building and grounds are safe and compliant with legal standards (health and safety, fire regulations).
- Coordinate and oversee all building repairs, cleaning, security, and maintenance.
- Coordinate regular servicing and keep records of maintenance schedules.

- Manage routine building decorating projects, if larger work is happening, to liaise with the designated project manager.
- Oversee keys and key fob access to the building.
- Fulfill the Catering Lead role
- Fulfill the Fire Officer role

3. Volunteer & Team Coordination

- Support the recruitment of new volunteers to work with children and vulnerable adults in church run groups (collate applications / approach referees / process application for DBS).
- Maintain a list of volunteers and staff working with children and vulnerable adults. Ensuring that all such workers have an up to date (within the last 3 years) DBS check.

4. Policies & Health and Safety

- Maintain and update church policies for review by the Leadership Team and Trustees. Report back to the Leadership Team where policy actions are not being met.
- Support risk assessments and ensure insurance and safety documents are up to date.
- Review accident forms.

Personal Specification

The applicant must reflect the following skills and character attributes. They must also be in agreement with the church's doctrinal basis and ethos.

Essential Skills:

- Strong organisational and administrative skills
- Good interpersonal and communication skills
- Competent with Microsoft Office (Word, Excel, Outlook)
- Ability to take initiative

Desirable Skills:

- Experience in administration
- Open to learning new online digital tools such as Google Docs and Google Sheets and church organisational software
- Understanding of safeguarding, GDPR, and H&S responsibilities
- Practical problem solving skills

Essential Character Attributes

- *Integrity* - Operates in a trustworthy and ethical manner. Able to handle confidential information with discretion.
- *Servant-hearted* - Willing to serve behind the scenes with humility and joy.

- *Dependable* - Punctual and reliable, committed to seeing tasks through to completion.
 - *Peaceable* - Able to work well with others, both volunteers and external visitors. Able to resolve conflict graciously and constructively.
 - *Trainable* - Open to feedback and willing to grow personally and professionally.
 - *Pastorally sensitive* - While not a pastoral role, the individual must exercise compassion, wisdom, and discernment when interacting with others.
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Terms & Conditions

- 22.5 hours per week, with flexibility in how the hours are worked
 - Some regular presence required on-site (e.g. one or two days a week or during key events)
 - *Contract*: A permanent contract conditional upon a successful 6 month initial probationary period.
 - *Holiday entitlement*: 5 weeks annual leave, pro rata. Public holidays will also be pro rata.
 - *Pension*: Contributions in line with auto-enrolment
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Application Process

To apply, please send:

- Your CV
- A cover letter explaining why you are suitable for the role.
- Contact details for 2 referees
 - One for a former employer
 - One for a church leader (if appropriate and not from KVFC)

Send these to Tom Wederell - tom-kvfc@hotmail.com

The deadline for applications is the 15th November 2025