

## **Role Description: Ministry Centre Manager**

Team: Resources Team

Responsible to: Executive Director

Salary: £27064–28444 depending on experience

Union's Ministry Centre Manager supervises and manages the day-to-day operations of the Bridgend site. They oversee all maintenance and repairs to the grounds and buildings, manage facilities staff and volunteers, ensure health and safety on site, and help coordinate events and functions. They are also responsible for managing maintenance budgets and projects. Through careful management and coordination, you'll seek to solve problems and maximise financial returns from the site and facilities.

### **Duties**

- Attend regular meetings with Executive Director and Resource Team to discuss site requirements, events, and projects.
- Foster a collaborative working approach with internal and external staff.
- Help to supervise contractors and café staff.
- Deal with contracts for various aspects of the Ministry Centre (site waste, utilities and infrastructure, alarms, pest control, laundry services, cleaning).
- Assess and minimise risk on site.
- Manage the day-to-day operations and upkeep of the Ministry Centre and facilities, ongoing repairs, renovations, and building and maintenance checks.
- Coordinate and supervise construction workers.
- Administrate the work: producing invoices, filing documents, maintaining records, arranging insurance, and other tasks.
- Carry out financial planning for projects and control the budget.
- Manage bookings and rentals, liaising with other team members and teams to ensure smooth running.
- Liaise with the gardener to maintain the lawns, trees, and flower beds, keeping paths and driveways clear.
- Ensure that longer-term issues and needs are anticipated and well planned-for.
- Keep up to date with legislation and regulations that affect the site and facilities.
- Act as first point of contact and trouble-shooter in case of emergency (i.e. alarms going off, water leak).

### **Requirements**

- Proven ability to manage staff and oversee busy and large properties.
- Relevant experience in project management and health and safety.
- Strong financial acumen and commercial awareness.
- Excellent leadership and delegation skills.
- Health and safety and regulatory awareness.
- Negotiation and problem-solving skills.
- Full driver's licence

### **Occupational Requirement**

Since this post involves supporting the ministry of Union, there is a genuine occupational requirement that the post-holder be a practising Christian in sympathy with the aims and ethos of Union. A DBS check will also be required.

**NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.**

**Closing Date:** 8<sup>th</sup> March