

ST PETER'S EATON SQUARE

Verger & Facilities Coordinator

Job Description

Context: St Peter's Eaton Square is a central London parish church which also provides a resource for the community in all its diversity. As well as the church itself, there are three meeting rooms, offices and a residential floor with four flats occupied by clergy and staff members. There are also two long-term commercial tenants in the basement. It is a Grade 2* listed building dating from 1827 with Victorian extension and an interior modernised after a disastrous fire in 1987. We employ a part-time administrator and a part-time book-keeper. We also have *ad hoc* paid help in busy times. As well as Sundays the church is open every weekday for visitors, from 8am to 5pm. Our website is www.stpetereatonsquare.co.uk

In addition to regular working hours, the Verger and Facilities Coordinator is on-call for emergencies (alarm activations and emergency remedial works) and is responsible for responding to and coordinating appropriate remedial works. Owing to the nature of this responsibility, this position includes and requires accommodation in a 2-bed, self-contained flat on site at St Peter's Church.

The key roles of the post are:

- a) **To act as the PCC's policy compliance officer**
- b) **To act as the PCC's building's security officer**
- c) **To act as the PCC's building's maintenance officer**

Other roles, ancillary to these, are set out below. It is understood that various of the Verger & Facilities Co-ordinator's duties may be delegated to such others as the PCC may occasionally retain, by agreement with the Vicar.

a) Policy Compliance

To oversee compliance of the building and building's use with Health & Safety and Fire Regulations policies agreed by the PCC, carrying out regular checks, recording these and ensuring that relevant equipment is serviced.

To ensure the general safety of the building (living on the premises) and to respond to all out of hours security issues.

To act as the PCC's Fabric Officer, keeping the Terrier and Inventory up to date and reporting annually to the Annual Parochial Church Meeting.

b) Building Security

To open and close the church and its grounds daily as required, and to manage all arrangements that might be put in place to assist with this and ensure that they operate effectively. You will also be responsible for ensuring that adequate staffing arrangements are in place for the premises to be open and available for all agreed additional services and other bookings.

To maintain and check on security at all times.

To oversee the Church's keys and maintain, in collaboration with the Vicar, a register of keys and key holders. To ensure sidesmen have easy access to keys during services in case of emergency.

c) Building Maintenance

Have overall responsibility for the maintenance of the building including repair requirements, undertake small repairs as necessary and advise where larger repairs are necessary.

To arrange for major repairs and maintenance work to be undertaken by outside services and maintenance agents, in consultation with the Vicar.

To undertake minor repairs and replacements in the church and ancillary premises.

To manage a range of contracts for the building (boiler, gas safety, pest control, fire extinguishers, electronic gate).

To contact and check on building and equipment contractors as necessary.

To arrange necessary checks of premises and equipment.

To arrange the service and maintenance of equipment, services and utilities related to the church building as required.

To admit tradesmen, service and maintenance agents into the church grounds and church building.

To be available for and sign for deliveries to the church.

To oversee the cleaning contractors in the cleaning of the church building, and those who assist in the maintenance of the church grounds.

To order and receive all requisites for the cleaning and maintenance of the church building.

To undertake such additional cleaning and tidying of the church, sacristy and vestry, as is required.

To work with volunteers to maintain supplies for the sanctuary and to see that implements and ornaments are in good repair.

To liaise with the Administrator and Director of Music about the usage of the Church.

As facilities co-ordinator this role involves not only facilities for the church and meeting rooms but also for the office, residential accommodation and car park:

To work with the parish administrator to manage the room bookings, assisting with planning lettings to avoid clashes, facilitate physical bookings on site and deal with any issues arising; instruct those who may be available to manage some of the bookings as necessary.

To respond to enquiries about individual bookings, Typically, there are over 12 meetings a week (with considerably more at peak times) of various kinds together with 14 AA groups.

To act as point of contact for long-term tenants and occupants of the residential flats.

To oversee the parking in the church yard. There are some independent long-term parking bookings but most are arranged through Just Park with whom you liaise.

To respond to any special parking enquiries or difficulties.

And

To be the first point of contact for all who enter the Church.

To attend the weekly staff meeting with the clergy and lay colleagues.

To assist with the preparation for services as necessary

To prepare a report for PCC meetings and to attend them and meetings of appropriate committees where required - approximately 12 evening meetings per year.

To order and receive catering supplies for special church services and events.

To liaise closely at all times with the clergy and consult as required.

Person Specification

Experience, knowledge, training and qualifications

Essential

IT and computer literacy and good written and spoken English.

Experience of facilities management.

Organisational skills

Desirable

Experience of building maintenance.

Aptitudes and abilities

Essential

The ability to work as part of a team and take the initiative when required.

Flexibility and ability to work under pressure

To be comfortable working with different groups and types of people.

To have a range of skills from computing to DIY.

The building is spread over three floors with a large hall on the third floor and with access to an additional crypt and residential accommodation on a fourth floor. Furniture and equipment at times is moved between the worship space and the various rooms on each floor for the various activities which take place at the church.

Personal attributes

A positive, helpful attitude; self motivation; a welcoming, friendly manner.

Be accustomed to dealing with the public, from all walks of life, in a friendly and welcoming way.

The Parochial Church Council (PCC) of St Peter's, Eaton Square is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

All appointments are subject to acceptable pre-appointment checks, including a satisfactory Enhanced DBS Check

The postholder does not need to be a practising Christian, but should be sensitive to the ethos of the environment

October 2023



ST PETER'S EATON SQUARE

Terms & Conditions of Employment

Verger & Facilities Coordinator

1. Hours of work

The Verger and Facilities Coordinator will need to be flexible in the hours of work. Of the 40 hours specified in the advertisement, the post is for 35 paid working hours per week (allowing for an hour for lunch break) and is generally for Tuesdays to Saturdays and the post holder will be entitled to two days off a week.

2. Remuneration

A salary of £22,000 to £25,000 per annum will be offered initially (depending on experience) and will be reviewed annually.

Hours worked in excess of the contracted hours will be compensated by time off in lieu. In exceptional circumstances overtime will be paid at the usual rate per hour but will only be paid if authorised by the Vicar prior to the hours worked.

3. Holidays

The Verger and Facilities Coordinator shall be entitled to 20 days holiday with pay per calendar year, plus additional bank holidays (= 28 days). Other days may be given in lieu of necessary working on any public holidays.

Leave arrangements must be agreed with the Vicar, not less than two weeks in advance.

It is desirable that the Parish Administrator and Verger/Facilities Co-ordinator are not on leave at the same time.

4. Pension

We offer a workplace pension scheme.

5. Accommodation

Owing to the nature of this responsibility, this position includes and requires accommodation in a 2-bed, self-contained flat on site at St Peter's Church as a service occupier.

6. Sick pay

Occupational sick pay of 6 weeks full pay will be followed by 6 weeks half pay after which statutory sick pay will apply

7. Termination of employment

During the three month period of probation, notice can be given by employer or employee of one week. After probation, during the first two years of employment, four weeks notice may be given from either side and then three months' notice thereafter.

8. Other information

- a) The person appointed must operate within the parish's established Safeguarding Policy.
- b) Smoking or the use of illegal substances is not permitted on site.
- c) The drinking of alcohol whilst on duty is not permitted.

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ST PETER'S, EATON SQUARE

Application form for employment

Please complete this form in full supplemented by additional sheets if necessary.

CV's WILL NOT BE ACCEPTED.

Please return this form either by email to admin@stpetereatonsquare.co.uk or by post to Sheila Matthews, Parish Administrator, St Peter's Church, 119 Eaton Square, London, SW1W 9AL

Deadline for applications 12 noon Friday 03 November. Interviews 17 November

All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of the Data Protection Act 1998.

Position applied for: Verger/Facilities Coordinator	Location:
Where did you see this job advertised?	

Personal details

Surname:	Title:	First names: (for official purposes)
Current Address:	Previous Surname:	
County	Post Code:	Preferred Name: (name you wish to be known)
Date moved into this address: DD/MM/YY	Home telephone number:	
E-mail address:	Mobile telephone number:	
Do you require permission to work in the UK? If yes, please give details:	* YES / NO * Delete as appropriate	

Employment (if applicable)

Name of current/last employer:	
Start Date:	End Date:

Title/description of your current job and key responsibilities:
Current /Final Salary:
What period of notice are you required to give to your present employer?
Reason for wishing to leave:

Previous Employment

Please list your full employment history and explain any breaks in employment and how this time was spent.

(Add rows or continue on a separate sheet if necessary)

Start Date	End Date	Job Title and Key responsibilities	Name of Employer	Reason for Leaving

Education and Qualifications

Date Gained	Subject	Qualification and Grade	Awarding Institution

Training

Date	Topic Covered	Training Provider

Professional Membership/Registration

Issuing Body	Registration Number	Date Gained	Expiry Date

Suitability

Please assess yourself against the requirement of the Person Specification, giving examples of how you meet the defined criteria (see Guidance for Applicants document). Ensure you are concise and to the point. You may continue on to one additional sheet if necessary.

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Referees

Please give the names and addresses of 2 referees that cover the last 3 years of your employment, one of these must be your current or most recent employer. The third reference can be a character reference from someone who has known you for over 3 years. **NB: WE CANNOT ACCEPT ANY REFERENCES FROM FAMILY MEMBERS.**

Can we contact these references prior to interview: * YES / NO *Delete as appropriate

DECLARATIONS

Rehabilitation of Offenders Act 1974

The nature of the work for which you are applying involves working with vulnerable adults or children. Therefore, the post is exempt from the provisions of Section 4 (2) of the above Act and all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. Applicants are NOT entitled to withhold information about convictions which are considered SPENT under the provision of the Act.

Having a criminal record will not necessarily prevent you from working with us; this will depend on the nature of the position and circumstances and background of your offence.

Have you at any time been convicted of an offence, spent or unspent? *YES / NO
*Delete as appropriate

Have you ever received any cautions, reprimands, final warnings or convictions? *YES / NO
*Delete as appropriate

Professional Conduct

Have you been subject to any investigation into your professional conduct by any licensing, regulatory or professional body in the UK or any other country where the outcome was adverse?
*YES / NO *Delete as appropriate

Are you currently the subject of any investigation by any professional organisation in the UK or any other country, which might lead to your removal from any of their lists?

*YES / NO *Delete as appropriate

At the same time I agree to inform the parish immediately if any such investigation should be initiated. This includes issues, which may lead to such an investigation and/or have any bearing on my suitability to this post? *YES / NO *Delete as appropriate

If you have answered YES to any of the above questions please give details on a separate sheet. Any information supplied will remain confidential and will be considered only in relation to your application for this post.

Please read and sign:

I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I understand that the PCC is not legally allowed to employ persons who are deemed "not fit" to work with vulnerable adults or children and that if any of the information I have given is found to be false or misleading, the PCC can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.

I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment.

Signed..... Date

General Data Protection Regulations – Consent for Job Applicants

In May 2018 the law changes about how companies record, store and use individuals' personal data. Currently the Data Protection act cover how this is managed, but this new GDPR law means we have to change some of our working practices.

St Peter's, Eaton Square needs to collect and hold data about you to enable us to process your job application. The GDPR laws places a further (and new) obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

Your consent is requested

We would like your consent to hold personal and special data about you in order that we can process your employment application.

The data we wish to obtain and hold (a range of examples provided, but not limited to)

	Type of data	Why we wish to hold it	How long it will be kept for
1	Recruitment data Previous employers Types of job held at other companies Previous salaries Skills and qualifications obtained	This will allow us to make a decision on your suitability for employment/engagement It will help us to decide which dept. you may be most suitable in	Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months if a job offer is made and more comprehensive GDPR consent form will be issued
2	Ethnic monitoring data Data relating to your racial origin, religion, gender, sexual orientation, etc that are classed as protected characteristics under the Equality Act 2010	We use this data to understand the ethnic make- up of our workforce and job applicants and it allows us to inform our recruitment process if we believe we do not have the correct diversity	This data will be kept for the duration of this round of applications and will be anonymised and stored for 4 years afterwards.

Agreement to use my data

I hereby freely give my prospective employer St Peter's, Eaton Square consent to use and process my personal data relating to my job application (examples of which are listed above).

In giving my consent:

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.

I understand the Data Controller for our Company is the PCC of St Peter's, Eaton Square c/o the Parish Administrator, Sheila Matthews and I can contact them directly if I have any questions or concerns. Their e-mail address is admin@stpetereatonsquare.co.uk

I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

Name:

Signature:

Date: