



St Michael le Belfrey Church  
Job Description

Job Title	Facilities Assistant
Department / Team	Operations / Facilities
Accountable to:	Facilities Manager
Hours	15 Hours a week
Salary	£12 per hour
Contract term	Permanent, with a 6 month probation period
Leave	25 days per annum pro rata, plus bank holidays pro rata

**Job Purpose**

St Michael le Belfrey (known as "The Belfrey") is a thriving Anglican church in the city-centre of York, with a lively worship life, a large membership spanning all ages, and a call to resource the North of England. We are in an exciting period in the life of our church, as we restore and reorder our church building, plant churches across the region and reach out to serve our local community.

The Facilities Assistant will support the Facilities Manager in his duties - ensuring that our buildings are always fit for purpose and well maintained. They will provide support to the Facilities Manager in implementing and administering our Health & Safety Policy and Fire & Risk Management strategies. They will also contribute to the restoration and reordering of St Michael Le Belfrey and the move back in.

**Main Duties & Responsibilities - Facilities Department**

- 1) General Maintenance
  - Complete one-off and regular maintenance tasks at various sites, under the instruction of the Facilities Manager;
  - Help to ensure that weekly, monthly and annual building and grounds maintenance and cleaning tasks are being accomplished by the Facilities team or subcontractors as appropriate.
  
- 2) Building Fabric
  - Contribute to the maintenance of the fabric of buildings (both historic and modern), either by liaising with tradespeople or completing minor works as directed by the Facilities Manager.

- 3) Ground & Outdoor Areas
  - Assist with the management of gardens, courtyards, entrances, and de-commissioned burial grounds.
- 4) Health and Safety
  - Assist the Facilities Manager with the implementation of the Health & Safety Policy.

#### Terms & Conditions

1. The above job description is not exhaustive, and the post-holder should expect to undertake such tasks as may reasonably be expected within the scope and grading of the post, as required by the line manager.
2. Due to the nature of our buildings, not all of which are accessible, the post-holder will need to be physically able to lift heavy items and to move around tight spaces, attics, rooftops and multi-storey buildings.
3. It is desirable for the role that the postholder has a full UK driving licence and access to a vehicle. Mileage can be claimed for this on expenses.
4. The post-holder will be part of the church's Staff Team (which meets on Monday mornings) and will be a committed Christian and a person of prayer, committed to the vision and values of The Belfrey Church. There is a genuine occupational requirement that the postholder be a committed follower of Jesus.

*This Job Description was agreed by the St Michael le Belfrey PCC on 18th March 2024.*