

St Ebbe's Headington Buildings Administrator (part-time)

Summary and key tasks of the role

The Buildings Administrator coordinates repairs, maintenance and improvements of the Lime Walk site of St Ebbe's in Headington, and its responsibilities for rented staff accommodation, including:

- a) organising regular maintenance and safety inspections for the buildings, boundaries and grounds at the Lime Walk site;
- b) liaising with landlords or their agents to fulfil the church's responsibilities for rented property, currently two properties located on Lime Walk and New High Street in Headington;
- c) assisting with the scoping/specifying and organisation of delivery of minor repair/maintenance and improvement works using contractors or skilled volunteers as appropriate
- d) maintaining a list of suitable contractors;
- e) helping to brief and oversee the appointment of contractor, providing project management for major works;
- f) ensuring all routine/scheduled maintenance of appliances, fixtures and fittings is carried out in a timely manner;
- g) working with the Buildings Committee to carry out regular inspections of the Lime Walk site, to develop and implement a plan of improvements;
- h) to identify and pursue opportunities to generate revenue from the site.

The Buildings Administrator will be line-managed by the St Ebbe's in Headington Church Administrator and will also be a member of the Buildings Committee.

Requirements for the post

1. A committed evangelical Christian, with a love for the Lord Jesus and his church
2. A godliness of character and life
3. Highly competent administrative and organisational skills, with attention to detail and accuracy
4. Self-motivated with excellent written and oral communication skills
5. Relevant experience in managing projects and working with building contractors is desirable
6. DBS clearance
7. Signing of the St Ebbe's Statement of Faith

Nature and duration of employment

This is a two-year post with a one/three/six-month probation period, and a one-month notice period. The role is expected to take one day per week on average. This may be worked flexibly, including some home-working, subject to approval. At least one visit per week to the church office and attendance at Building Committee meetings (weekday evening approximately quarterly) will be required. Some weeks there may be more work than other weeks, especially during building works.

Start date

As soon as possible, date to be agreed

Remuneration

The work may be undertaken on a voluntary or paid basis, by mutual agreement. If paid, wages will be at least the national living wage (£8.91/hour from April 2021) and potentially higher depending on experience. No employer pension contributions will be made. You will be entitled to five days of paid holiday per year.

St Ebbe's Headington:

We are a conservative evangelical Anglican church based in a suburb of Oxford which seeks to:

- reach out with the gospel to our local community;
- build up the church family to maturity in Christ;
- send out followers of Christ to all nations.

We were originally a plant of St Ebbe's Church in central Oxford. We now maintain close links and share some governance structures, but have financial independence including responsibility for our own buildings. We occupy our Lime Walk site under licence from the St Ebbe's Gospel Trust.