



Job Title:	Facilities Coordinator
Line Manager:	Office and Events Manager
Reporting to:	Operations Director
Location:	Cambridge (Market Street, CB2 3NZ)
Salary:	£19,000 pa
Working hours:	37.5 hours (varying working patterns). Sunday - Thursday
Start date:	ASAP

Role Overview
The mission of the Operations Team is to resource, equip and facilitate the ministry of HT; ‘Come to Christ, Learn to Love, Love to Learn’. The Facilities Coordinator will carry out the vital tasks of event set up and ensuring the site is well maintained and cleaned, necessary to ensure the smooth running of HT. This role will also be pivotal in the delivery of our calendar of events.

Key Responsibilities:
<p>Site and property maintenance:</p> <ul style="list-style-type: none">• Deliver a high level of cleanliness throughout the church property:<ul style="list-style-type: none">○ Hoovering and dusting○ Rubbish removal○ Toilet cleaning○ Kitchen cleaning○ Responsible for managing heating, lighting and electrics○ Liaising with third-party contractors for the internal and external maintenance and gardening (including properties owned by HT)○ Overseeing the kitchens (equipment, facilities, layout and cleanliness) <p>Health and safety:</p> <ul style="list-style-type: none">• Planning and carrying out daily, weekly and monthly fire safety checks• Ensuring the maintenance of all fire and emergency equipment• Ensuring the proper handling and storage of hazardous material e.g. cleaning supplies <p>Stores:</p> <ul style="list-style-type: none">• Purchasing and storage of all stores required for the church e.g. communion supplies, cleaning materials etc.• Cupboard and storage – maintain, clean and tidy <p>Security:</p> <ul style="list-style-type: none">• Distribution and recording of keys• Implementing start and end of day checks (and carrying out where appropriate) <p>Events and hall hire:</p> <ul style="list-style-type: none">• Setting up site to meet the needs of events• Managing the setup of the Henry Martyn Hall for external bookings <p>Sunday service:</p> <ul style="list-style-type: none">• Working on a Sunday to support the setup, set down and securing the church site at the end of the day• Setting up and down offices ready for Sunday services• Arranging cover and handovers during holiday

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Site administration:

- Setting up and maintaining documentation relevant to the site e.g. PAT testing records, inventory lists, sending utility bills to the finance coordinator

Criteria	Description
Experience	<ul style="list-style-type: none">• Entry level: No previous job experience required
Skills	<ul style="list-style-type: none">• Organised and able to prioritise• Can-do attitude• Physically able to lift and move items• Problem solver• Practical individual with a hand-on approach to work• Hardworking, willing to get your hands dirty (literally sometimes)• Comfortable working in a fast-paced environment with changing priorities• Great time management with the ability to meet deadlines
Likely team roles	Implementer: practical, reliable, efficient. Turns ideas into actions and organises work that needs to be done.

How to apply for the role?

1. Fill in an [online application form](#)
2. Send a copy of your CV to the Operations Director at Saisha.dee@htcambridge.org.uk

Other comments:

All staff are required to complete a DBS check

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