



**St Dionis
Parsons Green**



**Charlotte Antonia
Sullivan Charity**

Facilities Assistant

Job Description

The role of the Facilities Assistant for St Dionis Church & the Charlotte Antonia Sullivan Charity (CAS) is to support the Front of House and Facilities Manager and Operations Manager in ensuring that both the Church and the CAS Halls spaces are fully functioning and inviting to their users and local community.

It is not only a facilities role, but also an opportunity to communicate with members of our local community. You would be the day-to-day point of contact for hirers and clients connecting with St Dionis church and the CAS Halls, alongside ensuring the buildings are safe, clean and secure, with a nothing-is-too-much-trouble attitude.

Main Tasks

Church and CAS Halls:

- Showing prospective hirers around, overseeing and facilitating bookings.
- Setting up/down equipment where necessary and opening and closing the buildings according to hirers requirements.
- Ability to move chairs and tables, the job is physically demanding and will involve moving items including taking items up and down stairs when required.
- Ensure the buildings and grounds are kept clean, safe and tidy at all times.
- Assist routine on-site maintenance work/visits from Eco-lab, Precision (PAT testing, lightning) etc.
- Daily, weekly and monthly facilities checks in the buildings.
- Update/replenish displays & flyers; update noticeboards inside and outside the buildings.
- Take stock & advise on supplies that are needed; accept/sort post & deliveries.

Personal characteristics and relevant skills required

- A warm and friendly 'people person'. Relaxed demeanour with an inviting and enthusiastic personality.
- Proven ability to plan ahead and prioritise tasks in conjunction with bookings.
- A heart for hospitality. Active listener and superb visitor-service skills.
- Interruptable. Adept at managing multiple tasks in a public space without getting flustered.



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- Sensitive pastoral awareness. Capable of dealing with people in need or in a crisis.
- Willing to be lone working at times (the PCC & CAS Charity both have approved Loan Working policies).
- Trustworthy and organised. Able to keep on track with routine admin tasks when it's busy, or quiet, and amid the occasionally unexpected.

Working arrangements

- Hours of employment: The Facilities Manager will establish the days and hours you are available and try whenever possible to arrange shifts that fit with these times.

The church and Charity run over 7 days a week with shifts available from 7am -11pm. The shift will fit in these hours depending on demand on room hire. You are entitled to an unpaid break of 30 minutes each day that you work over 6 hours. - The Church/Charity will endeavour to allocate suitable work to you when such work is available. You will be given as much notice as is reasonably practicable; however, you may be asked to cover for other employees at short notice.

- Contract subject to a 3-month probationary period.
- Pay: London Living Wage £13.85 as of October 2024.
- Holiday: leave is earned as hours are worked and calculated by your manager; these will be made available to you whenever requested.

Safeguarding

St Dionis church and CAS Charity are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The person appointed for this role will be expected to share this commitment, to work within the policy and procedures of the St Dionis Safeguarding Policy (found [here](#)) and will be required to attend relevant safeguarding training.