

# Job description

## Job Title – Lettings & Buildings Administrator

**Normal place of work:** Union Chapel, Fallowfield

**Purpose of job:** to facilitate the effective running of lettings of the Union Chapel premises to diverse groups and bodies, and insure the building is in good working order in line with the policies of the church.

**Accountability to:** Deacons of the church

**Accountability for:** the efficient and smooth running of the church buildings through positive and respectful communication and support of users, caretakers, cleaners, and church members.

### List of main duties and responsibilities

- To manage the lettings process in line with the relevant policies of the Church (Safeguarding Policy, Terms and Conditions of Lettings, Rental Rates policy, Notes for Users, Safety Information for Users, Risk Assessments, Equality and Diversity policy). This would include reporting safeguarding concerns, and feeding back on safety/risk concerns to the Deacons  
To ensure that all users are up to date with payments.
- To ensure that all documentation relating to the users lettings is filed and current.
- To facilitate the requests for new lettings as well as requests by current users.
- To maintain an online diary/calendar of lettings.
- To deal with users' issues over the use of the premises – incompatibilities between groups using the building at the same time, the availability of furniture or issues around the state of the rooms etc.
- To assist the Treasurer in the keeping financial records, including the financial administration of lettings income to an auditable standard and inspecting bank account records.
- To regularly communicate with the Deacons for advice about any changes, activities undertaken and reporting of hours worked.
- To periodically visit the users of the premises during the period of use to acquire a knowledge of the various groups and their activities.
- To be responsible for giving keys to users and maintaining a log of who has keys/keycodes.
- To liaise with other church staff such as cleaners and caretakers and repairmen.
- To ensure the buildings are in good working order by checking the rooms and facilities daily, ensuring consumables as tea, coffee & toilet rolls are replaced and everywhere is clean and tidy.
- To organise any building repairs as required. Major repairs need to be referred to the Deacons.

### Secondary duties and responsibilities:

- To advise the Church on ways in which it can improve the service it offers to its users
- To keep the Church informed of the activities of the users and of their needs and concerns
- To promote good relationships between users and church.

### Physical working conditions:

Tasks are generally to be carried out at the church or off premises by negotiation.

### Working hours

17.5 hours per week, typically 3.5 hours per day. The exact times are flexible, consistent with the proper performance of the tasks, noting that in some cases the nature of the role may require it to be carried out at a particular time including very occasional weekend working. Proper records of time should be kept. In some circumstances, overtime may be available.

Holiday entitlement: (pro-rata basis, 1 day per 12 working days, or 1 hour per 12 working hours) to be taken at a time approved by the Deacons.

Starting date: as soon as possible following appointment.

## Person Specification

### Lettings & Buildings Administrator

#### ESSENTIAL

#### Organisational skills

Has a good knowledge of Microsoft Office software.

Able to handle money and to maintain basic accounts in a timely manner

**Monitoring the income from user groups and the outgoings of the buildings.**

Able to maintain accurate written/computer records

Able to manage a bookings system

#### Personal attributes

Commitment to values of honesty and integrity

Good communication skills: written, verbal and online

Ability to self organise and work independently as well work as a member of a team

Able to establish and maintain effective communications with diverse groups of people

Knowledge of and commitment to Equality, Fairness and Diversity

Commitment to maintaining confidentiality

Eligible to work in the UK

#### Desirable

Training in Equality, Fairness and Diversity

An interest in the needs of community groups

Experience of working within a voluntary organisation or as a volunteer

Experience of working with volunteers

Experience in routine administration and use of Quickbooks

Occasional evening or weekend work

