

Campus Manager

Job Description & Person Specification



STC Sheffield Profile

STC Sheffield is a large, vibrant, charismatic, evangelical Anglican and Baptist Church, situated in the west of Sheffield. Our heart as a church is to love, serve and bless the entire city of Sheffield, in whichever ways we can, and we want to plant expressions of church across Sheffield partnering with the Diocese of Sheffield and the Yorkshire Baptist Association.

Background to the role

STC's Campus incorporates a 19th century church structure and adjoining former school building, linked by extension and modernisation projects undertaken in the 1980s and 2010s. STC also has sizeable outside space, including a publicly accessed 'village square', as well as offsite residential properties owned and managed by the church.

The STC Campus is used by a variety of groups for a range of activities throughout the week, including external use for room hire and conference hosting. In a new season of resourcing church planting and growth, STC is looking for a leader with the vision and passion to maximise use of the physical resources with which we have been blessed.

Role Description

The Campus Manager will have oversight of care for the building fabrics, their maintenance and development, as well as its safe use. They will line manage the

Campus Team, coordinating shift patterns and balancing duties, alongside mobilising volunteer teams to complement the work done by employees.

The Campus Manager will also coordinate working relationships with external contractors and service providers. They will take a key lead in ensuring legal compliance relating to physical premises and will be a critical part of planning and implementing future development projects.

Reports to: Director of Operations

Responsible for: Campus Team

Relates to: Team Rector; wider staff team; STC volunteers; external contractors, service providers, clients and other STC site users.

Objectives & Responsibilities

- 1. Management of Campus maintenance and security**
- 2. Oversight of the Campus Team and related volunteer teams**
- 3. Budget and contract management**
- 4. Oversight of Campus legal compliance**
- 5. Contribution to ongoing development of the STC Campus**
- 6. Wider church life at STC Sheffield**

1. Management of Campus maintenance and security

- 1.1 Ensure that the STC Campus is kept in an excellent state of repair, ready and fit for purpose in its daily activities.
- 1.2 Schedule, identify and prioritise maintenance, cleaning, restocking, repairs and replacements.
- 1.3 Coordinate the upkeep of STC's asset register.
- 1.4 Responsibility for STC site security systems, ensuring an effective level of security across the Campus, including staff training, alarm system maintenance and key allocation.
- 1.5 Routine reporting to the Director of Operations, and to the Team Rector, Church Wardens and Council of Trustees as required.
- 1.6 Day-to-day management of stakeholder relationships (e.g. Diocese of Sheffield, neighbouring properties, Sheffield City Council).

2. Oversight of the Campus Team and related volunteer teams

- 2.1 Supervise the Campus Team in carrying out their day-to-day duties, including direct line management of team members.
- 2.2 Management of the Campus Team's time through the staff rota, supporting the team in delivering the required cover on site throughout the week.
- 2.3 Develop and implement plans and procedures to ensure the routine delivery of known Campus duties, with margin for unforeseen events.

- 2.4 Lead the recruitment and training of volunteer teams to support Campus duties, coordinating the resourcing and supervision of their work.
- 2.5 Take a key lead in trying to give all site users a positive experience of the STC Campus.

3. Budget and contract management

- 3.1 Budget holder for ongoing repairs and maintenance, service contracts, planned preventative maintenance (PPM) and other budgets as directed, including responsibility for budget setting, monitoring and reporting.
- 3.2 Support the Director of Operations in planning strategic investment in developing both the Campus Team and the Campus itself.
- 3.3 Lead tendering processes for contracts relating to Campus maintenance and development.
- 3.4 Project manage, supervise and coordinate the work of contractors and other service providers ensuring cost-effectiveness and maximum return on investment.
- 3.5 Review, manage and develop STC's network of contractors and service providers, alongside developing in-house solutions.

4. Oversight of Campus legal compliance

- 4.1 Coordinate and support implementation of policies including, but not limited to, Health & Safety, Fire Safety and Security.
- 4.2 Ensure buildings meet Health & Safety requirements and that facilities comply with legislation.
- 4.3 Manage certifications relating to Health & Safety (e.g. fire, PAT), scheduling and overseeing routine checks.
- 4.4 Review work of staff and contractors ensuring completion to satisfactory, legally compliant standards.
- 4.5 Advise wider staff team on relevant policies that affect the running of STC activities, supporting the ongoing updating of risk assessments.
- 4.6 Coordinate timely and appropriate responses to maintenance and other requests as they arise.

5. Contribution to ongoing development of the STC Campus

- 5.1 Work closely with the Director of Operations in contributing to the strategic planning and implementation of Campus development projects.
- 5.2 Work closely with the Director of Operations and Trustees in developing and implementing STC's Campus Action Plan.
- 5.3 Continual observation, communication and implementation of improvements to make the use of the STC Campus more efficient, impactful and environmentally sustainable.

5.4 As a key part of STC's Operations Team, support the marketing of the STC site as a rentable space, planning and managing the resources required for the future use of the Campus.

6. Wider church life at STC Sheffield

- 6.1 To be an active member of the STC church community, willing to be part of Sunday gatherings and mid-week activities.
- 6.2 Active participation and leadership in STC's rhythms of prayer and worship, including 9am prayers each workday.
- 6.3 To attend staff meetings on workdays.
- 6.4 To attend and engage with regular supervision with the line manager.
- 6.5 To uphold the vision and values of STC Sheffield (these can be found at www.stcsheffield.org/jobs) and act in the best interest of STC Sheffield. STC Sheffield supports and promotes the aims, doctrines and disciplines of the Church of England.

Person Specification

	Essential Requirements	Desirable Requirements
Qualifications		
Relevant academic, management, professional or trade qualification (or equivalent by experience).	✓	
Certifications/qualifications in First Aid, Health and Safety, Fire Safety etc.		✓
Experience		
Previous experience in facilities management, Health & Safety or similar.		✓
Experience of budget management & cost control.	✓	
Experience of contract management, tendering processes and/or overseeing service provision.		✓
Experience of managing cleaning, security and grounds maintenance services.		✓
Proven track record of leading a team.	✓	
Experience of recruiting, training & developing team (employees or volunteers).	✓	
Knowledge and Skills		
Excellent interpersonal skills with proven ability to work and lead collaboratively.	✓	
Strong organisational and planning skills with the ability to set priorities and coordinate others.	✓	
Strong project management skills.	✓	
Up-to-date knowledge of current buildings-related legislation (e.g. H&S, disability access).		✓

Proven track record in good record keeping.	✓	
IT competent, particularly in MS Office applications.		✓
Strong written and verbal communication skills.		✓
A clean driving licence		✓
Personal Attributes		
Positive attitude and the ability to motivate others.	✓	
Problem solver: able to find pragmatic solutions and adapt to changing situations.	✓	
Ability to multi-task and manage priorities.	✓	
Ability to see the bigger picture, but with an eye for detail.	✓	
A proactive, self-motivated attitude and personal drive to complete tasks to the required timescales and standards.	✓	
Willingness to reflect, learn and develop.	✓	
Honours, lives and encourages the vision and values of STC Sheffield.	✓	
Willingness to work flexible hours including Sundays, evenings and weekends (time off given in lieu) as the needs of the role demand.	✓	

Terms & Conditions

Salary:	£10,776 – £16,163 (Grade 8, £26,939 full-time equivalent)
Hours:	16-24 hours per week (working patterns to be agreed and alternative hours considered)
Location:	STC Sheffield
Probation:	To be reviewed after 6 months
Pension:	CEPB (Church Workers Pension Scheme)
Annual Leave:	6 working weeks holiday, plus pro rata Bank Holidays

This role requires a Genuine Occupational Requirement (GOR) for the candidate to be a Christian because it is an active role within a Christian Church. This role is exempt under the Equality Act 2010, part 1 of Schedule 9.

STC Sheffield is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

STC Sheffield is an Equal Opportunities employer. STC is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those with the relevant skills and experience that will increase this representation.

Offers are made subject to evidence of your eligibility to work in the UK.

All appointments are subject to acceptable pre-appointment checks, including references and a satisfactory Enhanced DBS check where required.

If an offer is made and accepted, you will then receive a Contract and Staff Handbook, which will provide information on our policies and procedures.

Application Process

For further information, contact STC's Director of Operations, Joe Ovenden (joe.ovenden@stcsheffield.org; 0114 267 1090) or visit: www.stcsheffield.org/jobs

To apply, e-mail your completed application form to: joe.ovenden@stcsheffield.org
You may include a covering letter to support your application, but there is no need to submit a CV.

Deadline for applications and interview date:

The deadline for receipt of applications is Sunday 17 March 2024, with interviews planned for the week commencing Monday 25 March 2024.