

Campus Team Member

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 & 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 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.

Role Description

The Campus Team have primary responsibility for looking after the physical resources with which we have been blessed. Campus Team Members, guided by the Campus Team Leader, are responsible for maintenance, cleaning, restocking, repair, replacement and set up duties within the STC site.

Reports to: Campus Team Leader
Relates to: Other Campus Team Members; wider staff team; STC volunteers; external contractors, service providers, clients and other STC site users.

Objectives & Responsibilities

- 1. Campus maintenance**
- 2. Campus security and safety**
- 3. Supporting site users**
- 4. Wider church life at STC Sheffield**

1. Campus maintenance

- 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 Fulfil maintenance, cleaning, restocking, repair and replacement duties as coordinated by the Campus Team Leader.
- 1.3 Perform routine inspections around campus, ensuring its cleanliness and hygiene, reporting any issues or concerns to the Campus Team Leader.
- 1.4 Train, support and work alongside campus volunteer teams.
- 1.5 Continual observation and communication of improvements to make the use of the STC campus more efficient, impactful and environmentally sustainable.

2. Campus security and safety

- 2.1 Responsible for campus security when on shift, including opening and locking the building.
- 2.2 Reporting any incidents that occur on the church site to the Campus Team Leader and/or to local authorities as needed.
- 2.3 To be vigilant of campus security needs and fulfilling other security related duties as required.
- 2.4 To be vigilant of the church's responsibility towards health and safety, supporting the Campus Team Leader in ensuring compliance and the wellbeing of all site users.

3. Supporting site users

- 3.1 Endeavour to give all site users a positive experience of the STC campus.
- 3.2 As coordinated by the Campus Team Leader, prepare rooms and spaces as they will be needed by site users.
- 3.3 To be a principal point of contact for site users, ensuring a great experience and helping meet their needs.
- 3.4 To work with the wider staff team to ensure the smooth running of the site.
- 3.5 Where directed, assist the Campus Team Leader by supporting and supervising the work of contractors and other service providers.

4. Wider church life at STC Sheffield

4.1 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.

4.2 To attend staff meetings on workdays.

4.3 To attend and engage with regular line management supervision.

Person Specification

	Essential Requirements	Desirable Requirements
Qualifications		
Relevant academic, vocational, professional or trade qualification (e.g. carpentry, building, gardening, cleaning) or equivalent by experience.		✓
Certifications/qualifications in First Aid, Health and Safety, Fire Safety or similar.		✓
Experience		
Previous experience in facilities management.		✓
Previous experience of working to high standards of maintenance & cleanliness.		✓
Experience of working alongside volunteers.		✓
Customer service experience, or similar.		✓
Knowledge and Skills		
Willing and able to complete all physical requirements of the job with or without a reasonable accommodation.	✓	
Up-to-date knowledge of current Health & Safety, disability/access and similar legislation.		✓
A clean driving licence		✓
Personal Attributes		
A team player with a heart to serve.	✓	
Approachable and welcoming.	✓	
Able to work alone, following verbal and written instruction and using your own initiative.	✓	
Trustworthy and reliable, taking personal responsibility for your work.	✓	
Willingness to reflect, learn and grow.	✓	
Willingness to work variable shift patterns including evenings and weekends.	✓	

Terms & Conditions

Salary:	£9.50 per hour.
Hours:	Minimum of 14hrs and a maximum of 35hrs contracted per week. Those employed in this role will have a pre-agreed minimum of contracted hours and will work according to a variable shift pattern, including evening and weekend shifts. Multiple vacancies are available in this role. Full and part-time positions will be considered, with full-time being 35 hours per week.
Location:	STC Sheffield.
Probation:	To be reviewed after 3 months.
Pension:	CEPB (Church Workers Pension Scheme).
Annual Leave:	5 working weeks holiday, Public Holidays are in addition to this.

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 eligibility to work in the UK. All appointments are subject to acceptable pre-appointment checks, including 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, email 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: Monday 28 November 2022
Interview date: week commencing Monday 5 December 2022 (in person, at STC)