



Caretaker

Application Pack

BE THE TRAILBLAZER
ACTIVATE CHANGE
STRENGTHEN LIVES
BUILD COMMUNITIES
EMBRACE THE CHALLENGES
BE THE HELPING HAND
FAITH TAKING ACTION
PURPOSEFUL ACTION
REAL PEOPLE
REAL FAITH
RISK TAKERS

FROM THE INTERIM CEO



I am delighted that you are interested in the role of Caretaker at the Wilson Carlile Centre with Church Army, I really hope that as you read through this job pack you get a clearer sense of who we are as Church Army and how this role fits into our desire to see communities across these islands transformed.

This is an exciting time to be part of Church Army as we continue to grow our frontline work in addition to implementing the new strands of our DARE strategy in the next three years to further our impact and reach our vision.

We are passionate about seeing communities transformed which is why Church Army is proud to work in some of the toughest communities across the UK and Ireland and make an impact that brings about real-life change. Our Centres of Mission, which are created in partnership with Diocese, are where we deploy evangelists into communities to share faith and empower and equip the local church in mission

and evangelism. We are working hard in our aim to increase to 50 Centres of Mission by 2027. In Marylebone London, we run the biggest women's only hostel which empowers women to end their homelessness and live their lives to the full. We also run the Amber Project in Cardiff which helps over 100 young people each year who battle self-harm; as well as a hostel for young people.

Our GRACEUP values are at the heart of all that we do. We are proud of our committed and passionate staff team who all contribute to our vision of seeing communities transformed. In joining Church Army, you will belong to a community of gifted people who are proud to do what they do, and we work hard to make sure our team know that they are valued for their contributions and know that they are making a difference to the lives of hundreds of people.

This role of Caretaker is part of is based at the Wilson Carlile Centre in Sheffield, which homes our national office team and operates as a reputable accommodation and conference centre; it is a fun and hardworking team to be part of.

I hope that as you read through this job pack, you will be inspired and encouraged to want to join amazing team and Organisation.

A handwritten signature in black ink that reads "Des Scott". The signature is stylized with a large, sweeping flourish that loops around the name.

Des Scott

WE ARE CHURCH ARMY

We are Church Army. We are catalysts; strengthening lives and communities. We do not shy from the gospel because we believe it changes lives.

Our vision

For everyone everywhere to encounter God's love and be empowered to transform their communities through faith shared in words and action.

Our values

Everything we do is underpinned by our GRACEUP values:

Generous - We want to model God's generosity to others.

Risk-taking - We have a long heritage as a pioneering movement, prepared to take risks and give colleagues permission to seek to do new things.

Accountable - We are accountable to God and others. We want to be reliable and live responsibly to high professional standards.

Collaborative - We are committed to partner with those who share our values; we believe it enhances our work.

Expectant - We are hopeful, expecting God to do new things amongst us.

Unconditional - God loves everyone and everyone is significant in his eyes; we will serve anyone regardless of their age, gender, race, sexuality, faith, ability, status or circumstances.

Prayerful - We listen for God's voice and want to be obedient to him. We want to be like Jesus in our actions and witness.

See our [We are Church Army](#) video here



ROLE OF CARETAKER

The Wilson Carlile Centre in Sheffield is home to Church Army, a national charity, who are transforming lives and neighbourhoods throughout the British Isles and Ireland. Within this busy centre, we also run a growing and reputable conference centre which includes accommodation and a café open to the public.

The role of Caretaker sits within our Services Team who ensure the smooth operation of all of the organisations Facilities Management, IT, Property, and Health and Safety services and the successful running of our Conference Centre. You will work closely with the Services Assistant to ensure that these services run efficiently. The role will be varied. You will need to be someone who can follow instructions well and is also able to use your own initiative in following up tasks. You will need to enjoy an active role, easily dealing with basic maintenance issues and being “hands on”, but who is confident enough using IT.

You should demonstrate strong team work skills and excellent interpersonal skills. You should have an approachable and friendly manner and be self-motivated.

The successful candidate is expected to have a flexible approach to their work in order to meet the needs of the business. There will be times where you will be required to work additional or alternative hours to your usual shift pattern in order to meet the needs of the business.

David Duckitt, Services Manager

JOB DESCRIPTION

Job Title:	Caretaker
Location:	Wilson Carlile Centre, Sheffield
Responsible To:	Services Manager
Relating To:	Services Assistant, Conference Centre Manager, Night Porters and Conference Team.
Purpose:	To be responsible for the day-to-day general maintenance of the Wilson Carlile Centre.
Objectives:	<ol style="list-style-type: none">1. To carry out basic property maintenance on the main building, the accommodation block and the outside areas.2. To assist with portering duties relating to the office / conference centre and helping with basic IT issues.3. To assist the Services Assistant with managing contractors and health & safety matters relating to WCC.

RESPONSIBILITIES AND KEY TASKS:

1. **To carry out basic property maintenance on the main building, the accommodation block and the outside areas.**
 - 1.1. To be responsible for attending to property maintenance issues in the main building, the accommodation block and the outside areas, carrying out minor repairs (including some decorating, cleaning, gardening, etc).
 - 1.2. To report to the Services Assistant or the Services Manager more significant issues (e.g. those that will require outside specialist contractors) and to liaise with them in their resolution.
 - 1.3. To be the lead in proactive maintenance around the building.
 - 1.4. To ensure that the common areas including gardens are kept clean and tidy (including some grass cutting).
 - 1.5. To be responsible for ensuring clear and safe car park areas and pedestrian access to the centre particularly in adverse weather conditions (e.g. clearing snow, gritting, etc).

2. To assist with portering duties relating to the office / conference centre and helping with basic IT issues.

- 2.1. To take a lead for any small office moves.
- 2.2. To move and set up any new IT equipment when required.
- 2.3. To assist with any deliveries when required.
- 2.4. To set up and clear down conference rooms as required by the conferencing team, ensuring that high standards are maintained throughout.

3. To assist the Services Assistant with managing contractors and health & safety matters relating to WCC.

- 3.1. To work with contractors on site ensuring that they adhere to our policies.
- 3.2. To work closely with the Services Assistant to ensure a high standard of health and safety is maintained within WCC.
- 3.3. To comply with health & safety legislation, fire regulations and legislation and any centre policies at all times.
- 3.4. To be responsible (with the Services Assistant) for weekly fire alarm checks.
- 3.5. If the fire alarms sounds, to adhere to the fire evacuation procedure and fire safety procedures and ensure the safety of WCC visitors and guests.
- 3.6. To check all fire exits are secure and free from obstructions.
- 3.7. To check all unnecessary equipment and lighting is turned off.
- 3.8. To complete incident reports and provide First Aid when required.

4. To be an active participant in the community of the Wilson Carlile Centre:

- 4.1. To help to build a sense of community and teamwork within the Wilson Carlile Centre.
- 4.2. To attend and take part in monthly community gatherings.

4.3. To share in the general responsibilities of all staff with regard to:

- Welcoming visitors to the Centre;
- Answering the telephones;
- Dealing with incoming and outgoing post;
- Handling general enquiries.

General

- To carry out any other reasonable duties within the overall function of the role as directed by the Services Manager.
- To be familiar with all WCC services, hours of operation, key people & daily events
- To participate in training and attend team meetings as required.
- To attend regular supervisions and an annual appraisal
- To help build a sense of community and teamwork within the Wilson Carlile Centre and contribute to the overall aims and objectives of the Centre.
- To adhere to Church Army's contractual and non-contractual policies at all times. These are outlined in the Staff Handbook and on Church Army's intranet document library.
- To be sympathetic to the ethos of Church Army and its work.
- To act in the best interests of Church Army at all times.

PERSON SPECIFICATION

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below.

ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Knowledge, qualifications and understanding		
Knowledge of health and safety relevant to the role	First Aid training	<ul style="list-style-type: none"> • Application Form • Interview Process • Pre-employment checks (e.g. references)
Knowledge of fire regulations	Relevant trade qualifications	
Working knowledge of basic IT (i.e. using a computer yourself)		
Experience		
Experience of doing basic DIY tasks	Experience working in a Caretaking role	<ul style="list-style-type: none"> • Application Form • Interview Process • Pre-employment checks (e.g. references)
Skills and abilities		
Strong organisational skills	Ability to use initiative and see ways to improve systems to be more efficient	<ul style="list-style-type: none"> • Application Form • Interview Process • Pre-employment checks (e.g. references)
Ability to prioritise tasks and diarise appointments		
Good practical skills - an ability to carry out general maintenance tasks with attention to detail.		
Confident using IT		

Ability to work to a high standard unsupervised		
Attributes		
Honest, reliable and resilient		<ul style="list-style-type: none"> • Application Form • Interview Process
A strong desire to help people and be 'hands on' in the job		
Friendly and able to work with people of all backgrounds		
Approachable and professional		
Strong team player and willing to work in a varied role with a flexible approach to the job		
Trustworthy		

OUTLINE TERMS AND CONDITIONS

Location	Wilson Carlile Centre, Sheffield
Salary	£9.00 per hour (Living Wage)
Hours	20 hours across Monday to Friday (ideally 10am to 2pm) There may be times when you may be needed to work at weekends.
Pension	Auto-Enrolment Pension Scheme (Legislation applies)
Annual Leave	33 days pro-rata (this includes your bank holiday entitlement, but the Centre is open on bank holidays)
Probation Period	Six Months
Contract Type	Part-time, Permanent
Notice Period	4 weeks
DBS Requirement	N/a
Occupational Requirement	N/a

APPLICATION PROCESS

If you would like you to find out any more about the role and how it fits into our vision and strategy, we encourage you to have arrange a call with David Duckitt Services Manager on 0300 123 2113.

To apply, **please submit an application form** which is available to download from the top of our vacancies page of our website.

Applications should be sent to: recruitment@churcharmy.org

Deadline: 9am on Friday 10 January 2020

Interview date: W/C 20th January 2020

For more information about Church Army please visit: www.churcharmy.org

Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- Successful completion of a probationary period
- Two satisfactory references

References are usually only requested once an offer has been made. We will ask for your permission before seeking any references.