



Truro  
Cathedral  
*sacred space, common ground*

Property & Facilities Officer



## Our Vision, Ambition and Values

### Vision

Our vision for Truro Cathedral is to create **Sacred Space** in which the holiness of God is encountered in an open and inclusive way and **Common Ground** where issues shared by the whole of humanity can be explored.

### Ambition

Inspired by the Gospel of Jesus Christ, we work to build a welcoming, inclusive and engaging environment that, through the delivery of a diverse and inspiring programme of worship, events, educational activities and community outreach, fulfils and spiritually enriches all who experience Truro Cathedral.

### Values

#### **Love & Unity**

We care for one another with compassion and kindness and our work is embedded in a spirit of love and cooperation as we come together to succeed in our mission for the Cathedral.

#### **Dignity & Respect**

We respect others and value diversity, embracing our similarities and differences with gentleness, self-control and a willingness to learn. We welcome expressions of spirituality, respecting and valuing those with different faiths or no faith.

#### **Accountability & Integrity**

We act with honesty, openness and integrity in everything we do. We use the resources entrusted to us wisely and effectively with transparency and accountability. We demand high standards of professionalism from ourselves every day, always striving to deliver excellence in our work.

#### **Creativity & Courage**

We are bold and challenge ourselves and others to question the norm. We explore new options and take intelligent risks, confident that we do so in a supportive environment. Committed to continual development, we embrace change and nurture personal growth.

## Job Description

<b>Job Title</b>	<b>Property &amp; Facilities Officer</b>
<b>Hours of Work</b>	8 hours per week
<b>Line manager</b>	Head Verger

### Overview

This role works closely to support the Head Verger and the Operations Manager with the administration and maintenance programmes for the Cathedral's property and facilities portfolio.

This role will focus on the planning and monitoring of the maintenance of the Cathedral's properties and facilities acting as first point of contact. As well as ensuring safety compliance and fulfilment of the maintenance schedule. This role requires someone who has excellent organisational skills, a good eye for detail, an ability to see a job through to the end with the sensitivity to deal with people at all levels.

### Key duties and responsibilities

- Act as a point of contact for property maintenance and facility related matters as well as enquiries from the public related to the outside space of the Cathedral and Cathedral property.
- Create and maintain the annual cyclical maintenance and renewal programme for all assets. Ensure that all tasks arising are undertaken in accordance with the schedule and any resultant changes to the programme are made.
- Maintain efficient storage and retrieval systems for the planning, monitoring and checking of Cathedral property maintenance and facilities contracts.
- Organise all property repairs as needed, obtaining quotes and liaising with contractors, the Cathedral Surveyor and the Cathedral Architect (when appropriate).
- Deal with the administration of the Cathedral's rented properties.
- Liaise with the Cathedral insurers if any issue being dealt with impacts on the Cathedral's insurance policies.
- Maintain a schedule of regular safety checks for all properties to include gas, electricity, high line safety equipment, fire and security alarm systems, etc. and include this in all health and safety logs.

- Update all health and safety logs and participate in fire risk assessment updates, carry out monthly floor inspections of the Cathedral and crypt, and keep property evacuation procedures up to date.
- Liaise with the Fire Brigade to arrange training, visits and fire risk assessment visits where appropriate.
- Organise and maintain PAT testing records.
- Maintain and update key holder information. Managing the Cathedral key inventory and systems.
- Liaison with tenants and staff and responsibility for keys and key cutting.
- Liaison with out of hours security.
- Complete financial records of expenditure & code invoices accordingly.
- Maintaining all statutory records pertaining to Cathedral assets.

### **General**

1. Attend and participate in training courses as directed.
2. Maintain confidentiality at all times.
3. Take a positive and active part in the Cathedral's annual appraisal/review system.
4. Adhere to Truro Cathedral's policies and procedures.
5. Other duties as are necessary for the smooth running of the business.
6. This job description will be subject to regular review and amended to meet the changing needs of the Cathedral

### **For information, property portfolio includes:**

The Cathedral  
The Old Cathedral School  
Westwood House  
52 Daniel Road  
1A and 1B Old Bridge Street  
Upper and Lower Chantry flats,  
The Chapter House  
14 St Mary's Street (Cathedral office)

# Person Specification

## Properties and Facilities Officer

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Job Knowledge and Experience</b>	Personable and sociable with excellent communication skills	Knowledge of Church of England and its liturgical texts, services, seasons and festivals
	Reliable and willing to work effectively within a team and on own initiative	Experience of working within a Cathedral or heritage building
	Experience of working in an administrative capacity or similar	
	Knowledge and experience of carrying out risk assessments	
	Knowledge and experience of record keeping, maintaining a maintenance schedule, as well as ensuring regular safety checks are completed	
<b>Job Skills and Competencies</b>	A flexible approach with a willingness to take on a range of duties	
	Ability to problem solve under pressure	
	Ability to work with own initiative, whilst also being an effective team member	
	IT literate with a good working knowledge of Microsoft Word, Excel and Outlook	
	The ability to perform tasks accurately with attention to detail	
<b>Education and Qualifications</b>	Educated to GCSE level or equivalent	
<b>Personal Attributes</b>	A willingness to uphold and work within Truro Cathedral's Values	
	High standard of integrity and reliability	
	Ability to keep calm and controlled under pressure	

## Terms & Conditions

<b>Job Title</b>	<b>Properties and Facilities Officer</b>
<b>Contract</b>	Permanent
<b>Salary</b>	£4,576.00
<b>Hours of Work</b>	8hrs per week
<b>Holiday</b>	Pro rata
<b>Line Manager</b>	Head Verger
<b>Place of Work</b>	Truro Cathedral
<b>Probation</b>	This post will be subject to a one-month probationary period, during which time, either party may give one weeks written notice
<b>Pension</b>	You will automatically be enrolled onto the government's Nest pension scheme but can opt out if you wish. After successful completion of six-month probation period staff are eligible to join the Church Workers Pension Scheme (contributory employer 6%, employee 3%)
<b>Health &amp; Safety</b>	All staff are required to follow the policies and procedures set out in the employee handbook
<b>Equal Opportunities</b>	Truro Cathedral operates under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origins, gender, marital status, sexual orientation, disability or impairment, income, education, religious beliefs or cultural heritage. This applies in all we do, including our campaigns and employment practices, membership of committees, all stages of recruitment or selection processes, working practices, conditions of work, and allocation of resources
<b>Safeguarding</b>	Truro Cathedral's safeguarding policy provides a framework to promote the welfare and protection of children and vulnerable adults. It is available at <a href="http://www.trurocathedral.org.uk">www.trurocathedral.org.uk</a> or in the company documents area of BreatheHR. Training: The postholder will be expected to attend safeguarding training to Basic Awareness (C0) level. This will be arranged by the cathedral once in post