

## Deputy Facilities Supervisor

**Job Title:**

Deputy Facilities Supervisor

**Reports to:**

Facilities Supervisor

**Responsible for:**

Casual Facilities Staff

**Hours:**

40 hours a week

Monday to Saturday

Working arrangements are flexible to meet the needs of the role.

½ hour unpaid lunchbreak each day

A maximum of one Sunday in two, 6 hours to be worked on a Sunday 7.00am – 1.00pm.

**Salary:**

£30,247 per annum

**Location:**

KingsGate Peterborough

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**Role Overview:**

To assist the Facilities Supervisor in leading and coordinating the Facilities Team in delivering high-quality support for all events and operations at the KingsGate Peterborough building. This includes ensuring rooms are prepared, events are staffed and serviced appropriately, and the building is maintained, secure, and compliant with health and safety and fire regulations. The role also includes acting as Duty Manager for Sunday services and large events.

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**Key Responsibilities:**

- **Event Support & Room Preparation:**  
Oversee room setup and set down for all events, liaising with organisers and ensuring readiness.

- **Sunday Duty Management:**

Act as Duty Manager on a rotational basis, ensuring smooth Sunday operations and emergency response. As a Duty Manager, in the event of a fire alarm activation, take responsibility for the safe evacuation of the building and liaise with the Fire service. Ensure a first aider is on duty during the service, and act as a back-up first aider if required.
- **Maintenance & Repairs:**

Assist the Facilities Supervisor in maintaining the Peterborough Building by proactively identifying and reporting issues, conducting and coordinating general maintenance, liaising with contractors, and ensuring preventative maintenance is carried out, as instructed.
- **Security:**

Act as key-holder, manage building access and security protocols, and brief security staff.
- **Vehicle Oversight:**

Assist the Facilities Supervisor in the implementation and monitoring of adherence to the Occupational Road Risk policy, carry out driver inductions and assessments, and investigate incidents involving company vehicles, when requested.
- **Conferencing Equipment:**

Ensure equipment for conferencing and church events are maintained and church consumables stock available.
- **Waste Management:**

Assist the Facilities Supervisor with liaising with the waste and document shredding contractors
- **Fire Safety & First Aid:**

Assist the Facilities Supervisor in overseeing the fire safety equipment, signage; carrying out appropriate checks and maintenance.

Act as a First Aider, as required.
- **Health & Safety & Safeguarding:**

Promote and uphold health and safety standards and safeguarding policies.
- **Other General Duties**

Carry out staff inductions, providing building tours, briefing staff on Health and Safety and working at height, when requested by the Facilities Supervisor.

## **6. General**

- Be an effective internal and external ambassador for KingsGate, promoting the organisation's vision and values, positive corporate reputation through active partnership with other relevant stakeholders.
- Positively manage your own personal development to make sure you maintain the technical and professional competence required to effectively perform your role and meet the standards of the organisation.
- Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.
- Demonstrate a commitment to Safeguarding by reading, understanding and personally applying the safeguarding policy and procedures, undertaking appropriate level safeguarding training and ensuring any incident is reported immediately.
- Support your manager in identifying, assessing and managing potential risks involved in work activities and processes.
- Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive and could be damaging to the organisation's reputation or business.
- Record and use information in accordance with KingsGate procedures and legal requirements i.e. Data Protection.
- Comply with health and safety requirements.
- Respect the vision and values of KingsGate.

Perform any other tasks that may arise from time to time which are appropriate to this level of post

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### **Key Skills and Competencies:**

- Strong team management
- Excellent communication and interpersonal skills
- Ability to prioritise and manage multiple tasks
- Proactive problem-solving and decision-making
- Good understanding of health and safety and fire safety regulations
- Competence in using facilities management systems
- Practical maintenance and repair skills
- Calm and effective in emergency situations
- Flexible and adaptable to changing needs

### **Person Specification:**

#### **Essential:**

- Proven experience in a facilities or operations role

- Experience of supervising staff or volunteers
  - Knowledge of building maintenance and event support
  - Strong organisational and planning skills
  - First Aid trained or willingness to train
  - Ability to work flexible hours, including weekends
  - Respect the vision and values of KingsGate.
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### **How to Apply:**

Interested candidates should complete the application form and send to [hadministrator@kingsgate.church](mailto:hadministrator@kingsgate.church) by **xx**.