

Job Description: Handyperson
Reports to: Head of Operations
Hours - Zero hour contract on an as and when basis

PURPOSE OF THE ROLE

The Handyperson plays a key role in the day-to-day running and upkeep of St Paul's, including general repairs and maintenance of the church site, managing the eco boiler and general DIY, key holder for major events.

The buildings are in constant use throughout the week for church services and events (e.g. Alpha, Children's Church, youth and student meetings, prayer nights, conferences and weddings) and commercial bookings

ABOUT ST PAUL'S

St Paul's vision is to bring hope to the people of Weston-super-Mare. We aim to play our part in seeing the town renewed and lives restored, as we follow the way of Jesus.

We are a large growing church made up of people from a diverse community united around a vision for our town - to build the City of God here. In March I joined the team as Vicar, and together, we're building something new for the people of Weston-super-Mare. It is an exciting time to join the team.

This role is part of a large Staff Team who will support and encourage you. You won't be doing everything by yourself — as our culture is one of trust, teamwork, and encouragement.

Weston-super-Mare is in a period of regeneration, with ambitious plans to build a thriving University town. This is why St Paul's is always adapting; always listening; always learning; and always growing.

So, if you fancy joining a large and lively team in a beautiful seaside town and helping to maintain our buildings and help our community, then we'd love to hear from you.

WORKING ARRANGEMENTS

The role is essential in supporting the smooth running of St Paul's. Working on a zero hour basis by providing support for all activities between the hours of 8am and 11pm, seven days per week. We endeavour to give two consecutive days off each week. Flexibility for evening and weekend working is essential. Occasional late night working may be required to reset the Church and Church Hall ready for Sunday services.

Owing to the nature of the work, you are mostly "on the go" around the church and Church Hall where their various tasks are based.

KEY TASKS AND RESPONSIBILITIES

- Support for moving large items such as the stage and baptism pool when required
- Direct contact with the Head of Operations for job and task lists.
- Emptying bins and taking rubbish to the tip if necessary
- Upkeep of Toilets, Church, Kitchen, Main Hall, and meeting rooms Room and Alden Room.
- Tidying of cupboards and store areas

- Maintenance of external areas - keeping paths swept and ice free, drains and gutters clear, removing rubbish from the churchyard and paths, pressure washing when necessary
- Waxing and buffing the church's hardwood floors

Mowing the church lawn

- Boiler cleaning and monthly maintenance
- Dealing with emergency situations such as floods, damage to buildings, blocked gutters
- Supporting larger scale occasional maintenance including high-level work to change light bulbs / fittings or AV speakers/ Painting and Decorating

Security

- Undertake nightly lock-down checks to ensure electrical, fire and physical security of the buildings
- Dealing with occasional drunks or rough sleepers in a kind, caring and appropriate manner

Desirable Key Skills:

3 years experience of maintenance and building repairs

Experience decorating

Able to lift and move heavy objects

The jobholder must be in sympathy with the vision and values of St Paul's Church and the Christian faith. They must be comfortable working in an environment where Christian prayer and worship are a normal part of everyday working life.

In addition, additional hours will be paid for external events requiring a member of staff on site such as funerals, weddings, external events including hires of the church building, not during the normal working hour week.

Additional overtime hours are also included for being on call for any events you do need to attend in person at a rate discussed prior with the Head of Operations eg. hall or church hirers.

The post holder may also be asked to undertake other duties not specifically outlined in this job description in order to support the vision and work of St Paul's.

If you are interested in applying for this role please email Dorcas Moore - Head of Operations for an application form.

dorcas.moore@stpauls-weston.org.uk