



The Diocese of Arundel & Brighton
OFFICE and FACILITIES MANAGER

JOB DESCRIPTION

INTRODUCTION & CONTEXT

The Diocese of Arundel & Brighton is the Roman Catholic Diocese consisting of the counties of West and East Sussex, Surrey outside the Greater London boundary south of the Thames, and the City of Brighton & Hove.

The Diocese of Arundel & Brighton Christian Education Centre (DABCEC) is based in Crawley. It is home to the Diocesan Formation team and the Diocesan Education Service. It also offers facilities to other Diocesan workers. The Centre is also available for booking by parish and diocesan groups who need a well-resourced place to meet. We can offer a meeting room that will seat up to 12 people, or we have a conference room that will host up to 50 people.

MAIN RESPONSIBILITIES

To be responsible to for the effective and economic running of the Christian Education Centre in support of the work of the Formation Team, the Diocesan Education Service and all users. The Office & Facilities Manager is responsible for organising all of the administrative activities that facilitate the smooth running of the centre. This includes the organising of people, information, catering and other resources. Ensuring that office equipment is maintained, relevant records are up to date, office expenses and supplies are managed in accordance with budgets and that all administration processes work effectively.

Working hours: 8.30am to 4.30pm Monday to Friday

LINE MANAGER

Chief Operating Officer

KEY TASKS

- **Line management responsibilities** for the administration team responsible for supporting the work of the Formation team, cleaning, maintenance and caretaking staff and for the database administrator (for his days onsite). Oversee the recruitment of new staff, including training and induction. Ensure adequate staff levels to cover for absences and peaks in workload. Carry out staff appraisals and manage staff performance. Delegate work to staff and manage their workload and output, promote staff development and training.
- **Practical office management** Liaise regularly with Director of Education Service and Episcopal Vicar for Formation to ensure that the needs of their teams are met with regard to facilities and catering and core administration for the Formation team. Maintain the Centre diary and ensure on a weekly basis that practical arrangements are in place for all activities scheduled to take place in the Centre. Provide administrative and reprographic support.
- **Episcopal Vicar for Formation** Provide administrative support to the Episcopal Vicar for Formation to co-ordinate Formation team meetings and one to ones. Ensure the administrators provide appropriate and effective administrative support for the Formation team as a whole.
- **Finance** Liaise with the Diocesan Finance Office (Hove) with regard to the financial processes of the Centre, including setting the annual budget for facilities maintenance, catering and IT. Implement appropriate procedures with regard to

the Centre finances e.g. invoices, staff expenses, petty cash, banking. Sign off and code to budget all invoices relating to the Centre facilities, including catering.

- **Health & Safety** Ensure that the centre is compliant with Health and Safety and that training and monitoring are in place for all employees onsite.
- **HR** Liaise with COO/PA to ensure safe-keeping and good order of HR records including contracts and records of appraisals, sickness, TOIL and annual leave.
- **IT Provision** Establish an effective support system for the day-to-day efficiency of the Centre computers, server, photocopier & technology. Liaise with staff and IT support providers to report faults and ensure that licenses and upgrades are up to date. Maintain an IT asset register and oversee a rolling programme of budgeted replacement.
- **Facilities** Liaise with maintenance officer to implement and oversee maintenance of premises, engaging support from Diocesan Buildings Officer where required.

Person Requirements

Essential	The successful applicant must:
Knowledge and Understanding	<ul style="list-style-type: none"> • Understanding of the mission / function of the Diocese.
Experience	<ul style="list-style-type: none"> • Have proven Office Management and relevant administrative experience.
Personal responsibility Demonstrates a positive attitude and takes ownership and responsibility for work and performance.	<ul style="list-style-type: none"> • Have excellent attention to detail including proof reading skills. • Have good time management skills. • Have excellent organisational skills. • Excellent knowledge of Microsoft Office Suite (Word, PowerPoint, Excel) and other commonly used office packages • strong IT and typing skills • Be able to work under own initiative, ensuring that deadlines are met. • Be able to manage multiple objectives and see things through to completion within inevitably changing deadlines. •
Interpersonal Skills Demonstrates an understanding of customer needs and has a service orientation.	<ul style="list-style-type: none"> • Possess excellent verbal and written communication skills. • Have a flexible approach both to the type of work undertaken and working hours as required to meet team objectives and ultimately organisational needs. • Able to prioritise a high workload to tight deadlines to deliver on commitments. • Able to manage their own workload and supervise the work of others concurrently.

Teamwork Works with colleagues cooperatively in own department and across the organisation.	<ul style="list-style-type: none">• Good team working skills and the confidence to lead and motivate a team• Work collaboratively in a team.
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Creativity & innovation Takes a creative approach to work, identifies new ways of doing things and develops ideas to benefit the Diocese and DABCEC.	<ul style="list-style-type: none">• Able to identify and recommend improvements to existing processes.• Has a problem-solving approach to work
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Dealing with change Implements and adapts to new ideas and ways of working at an individual and team level and across the organisation.	<ul style="list-style-type: none">• Seeks to maintain quality standards during times of change.• Participate in change by making suggestions and sharing information.
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Desirable:	Ideally the successful applicant will have:
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Experience	<ul style="list-style-type: none">• Experience working for a similar organisation.• Project management skills• Graduate or equivalent trained experience with office management background
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Knowledge	<ul style="list-style-type: none">• Practicing Catholic• Knowledge of Education / religious education field.
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