



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Operations Assistant, Operations Team, Bath Abbey</b>
<b>JOB PURPOSE:</b>	An Operations Assistant is a key member of the Bath Abbey Operations Team responsible for the smooth and effective operation, maintenance and cleanliness of Bath Abbey, its buildings and events taking place in the Abbey.
<b>FULL-TIME:</b>	40 hours per week over 7 days (regular weekend working / occasional evening work)
<b>SALARY:</b>	£22k pa / 25 days annual leave plus bank holidays / additional benefits
<b>CONTRACT:</b>	Permanent
<b>LINE MANAGER:</b>	Facilities Manager, Bath Abbey

## BATH ABBEY

Bath Abbey is a flourishing parish church in the heart of the UNESCO World Heritage City of Bath and with this a significant part of the City's rich heritage which reaches back to Roman times. Please visit our website on [www.bathabbey.org](http://www.bathabbey.org)

While the geographical parish has only a small residential population, our congregation is a gathered community from all over the City and surrounding area. We also welcome over 500,000 regional, national and international visitors and worshippers. Bath Abbey has around 28 staff (with 5 in our Facilities Management Team), around 50 in our choirs, over 330 volunteers and over 450 in its congregations.

Bath Abbey was built in 1499, is Grade 1 Listed and is the last great medieval church to be built in England. In addition to this building, the staff of Bath Abbey work from offices in Kingston Buildings next door, which is also home to the Abbeys Song School.

We are committed to treating our whole community with dignity and respect. We desire to represent diverse identities within our community whether this be by race, culture, religion, sexual orientation, gender, disability, or social background of each person to ensure that they fulfil their potential within a proactive caring and loving environment.

## FOOTPRINT PROJECT

The Bath Abbey Footprint project is a £21m exciting and ambitious project that will create spaces, environments, activities and interpretation facilities that will enable the Abbey fulfil its mission for generations to come. Our funding has been significantly assisted by a £11m National Lottery Heritage Fund grant.

The Footprint Project construction phase commenced in May 2018 and we should see completion in Spring 2023. The Footprint Project work comprised:

- stabilising the collapsing floor of the Abbey and repairing / conserving over 800 ledger-stones
- the installation of a new eco-friendly under-floor heating system using Baths unique hot springs as a source of energy



- increasing the capacity of the Abbey to be a place where people come together and to fulfil the Abbeys mission as a place of worship, hospitality and justice
- the build of a Discovery Centre, Learning Centre and Choir Rehearsal room

Please visit our website for full details [www.BathAbbey.org](http://www.BathAbbey.org)

## **THE ROLE**

As our Footprint Project draws to a conclusion, the Abbey now has several new facilities and spaces (including our Discovery Centre, Learning Centre, Public Toilets and Commercial Kitchen) which has led us to grow our team of Operations Assistants. Bath Abbey is therefore looking for an experienced full-time hands-on Operations Assistant who is great with people, experienced in promoting a positive health and safety culture and helping ensure the smooth running of events.

## **KEY RESPONSIBILITIES**

As a member of our Operations Team (we have 5 in the team) you will ensure that best practices are followed for maximum efficiency and that a suitable safe working environment is attained for its visitors and our employees and their activities.

You will play an integral role, along with the Facilities Manager and other members of the Operations Team in promoting a positive Health & Safety and Hygienic culture within the Abbey. Key areas of responsibility for the Caretaker include:

- Working with other members of the Operations team, under the leadership of the Facilities Manager, to ensure the smooth running of the Abbey as a place of worship, visitor attraction, and venue for events and concerts.
- Security for the premises and its contents. The post holder must be available for emergency call-out (as all members of the team are);
- Open / closing the Abbey, setting up for and after lettings and ensuring the hirer complies with the conditions of hire.
- Maintenance, security and safety of the Abbeys public areas;
- Security and safety of the Abbeys commercial kitchen facilities
- Keeping the Abbeys facilities and spaces looking fresh, operating to high standards of tidiness health and hygiene.
- Carrying out minor maintenance tasks;
- Reporting all defects / hazards immediately to the Facilities Manager
- Operation of alarm, CCTV and security systems
- Working knowledge of COSHH. health and safety compliance (ongoing training will be provided)
- Assisting in the setting-up and taking down of staging and chairs for events
- Building maintenance
- Building and maintaining close working relationships with all other Abbey departments, those who organise events in the Abbey and other external groups and organisations
- Counting and handling cash in accordance with the Abbey's money handling procedures
- Working the Abbeys Audio Visual, Recording and Livestreaming systems for concerts, events and services

## **PERSON SPECIFICATIONS**

- You will need to have excellent inter-personal skills
- You must have experience of being an Operations Assistant or Caretaker or working as part of an Operations Team or Facilities Management Team
- You must have working knowledge of Health & Safety Regulations at work



- Experience in operating audio visual systems or a willingness to learn how to do so.
- Basic knowledge of the Health & Safety requirements for cleaning equipment and chemicals used
- A well organised team player with the ability to work under pressure
- Excellent verbal and written communication skills with the ability to engage with a wide range of people from a variety of diverse backgrounds
- Sympathy with and an understanding of the values, vision, and mission of Bath Abbey
- You will need to have a flexible and proactive approach to work and a can-do attitude
- Experience of working in a church environment is desirable though not essential
- Strong problem-solving skills
- The ability to work independently
- Drive and enthusiasm to maintain and operate buildings to the highest standards for our Congregations, Visitors, Volunteers, Choirs, Clergy and Staff

## **APPLICATION**

To submit an application please send a full CV and covering letter of no more than one A4 page which explains why you are a suitable candidate. Please include the details of two references. References will only be taken up once an offer has been made.

Please send your CV and letter to Natalie Cox-Mullings, Human Resources Officer at [ncox-mullings@bathabbey.org](mailto:ncox-mullings@bathabbey.org)

**Deadline for applications: Tuesday 28 February 2023, 5pm**