**The Lighthouse Building Operations Manager**

***“The Lighthouse Keeper”***

**Role Overview:**

The Lighthouse is a large 4 storey building situated in the heart of Woking Town Centre. Built in the early part of the last century, it had become derelict and earmarked for demolition. However, 2011 saw it lovingly refurbished and revitalised into a community space that's now filled with kindness, belief, and hope. Run primarily on the generosity of donations and  volunteers, it's a living expression of love in action, a vibrant hub in the centre of Woking that hosts a range of creative projects to support, encourage, and empower those who find themselves on the margins.

The support provided by the projects based in The Lighthouse continues to grow with ever increasing demand. This growth has led The Lighthouse Leadership Team to conclude that they need a person who would see it as their mission, passion and joy to care for the building, ensuring that the building is a welcoming, safe and uplifting place for everyone who enters.

In addition, we are in the process of creating a new Lighthouse on the Barnsbury Estate in Woking. We are currently refurbishing the Council owned Community Centre on the Estate which will become a new Lighthouse. We are looking for the newly appointed Lighthouse Keeper to take responsibility for both the Town Centre Lighthouse and, in due course, the Barnsbury Lighthouse.

**Role Responsibilities:**

The following are the key responsibilities:

1. Ensuring the building is looked after in a way which creates a welcoming, safe and uplifting place. This will involve:
* Organising maintenance and overseeing maintenance and service contractors
* Ensuring the fire risk assessment is maintained up to date and resulting actions completed
* Ensuring routine fire safety and building related H&S activities are carried out and resulting actions completed
1. Ensuring the opening and closing of the building is organised. This will involve:
* Organising the rota for opening/closing of the building
* Ensuring that spaces are set up for the projects running on each day
* Heating is turned on/off and managed during winter months
1. Ensuring the building is clean and consumables are adequately stocked. This will involve:
* Organising and overseeing cleaning contractors
* Organising and overseeing pest control as required (The Town Centre Lighthouse is an old building)
* Organising waste management resulting from building and project related operations
* Overseeing and maintaining consumable stock levels (WC related, cleaning products, light bulbs, etc)
1. Acting as the Health & Safety Officer (including Fire Safety and First Aid). This will involve:
* Maintaining and developing procedures
* Using dedicated H&S software to maintain necessary records
* Ensuring relevant H&S training is undertaken by staff and volunteers
1. Managing outside requests for hire of The Lighthouse. This will involve:
* Responding to requests and advising whether or not the hire can be accommodated
* Where hire is agreed, ensuring the building/spaces are arranged to meet the requirements of the hire.
1. Managing outside company volunteer working parties and church working parties. This will involve:
* Responding to requests and liaising with relevant groups to agree dates/times and work scope
* Organising materials for the work parties
* Ensuring the work party are set up appropriately when they arrive and being around to support as required
1. Preparing an annual budget for maintaining the building and managing spend against budget. This includes negotiating and putting in place relevant contracts (e.g. insurances (building, contents), service contracts, cleaning contracts, etc) as well as managing utility spend.

**The Individual:**

We are looking for a person with the following attributes and experience:

* Empathy with, and ability to model, The Lighthouse mission and values, which include compassion, dignity, acceptance, and a love for all.
* Passion to care for the building, ensuring that it is a welcoming, safe and uplifting place for everyone who enters.
* Confidence to take initiative, be resourceful and take decisions to ensure the building is safe and welcoming.
* Adaptable and flexible, willing to do what needs to be done in the moment given the nature of the projects undertaken in the building.
* Servant hearted, gets satisfaction from helping others
* Organised, with good attention to detail
* Experience of building management although not essential is desirable.
* Experience of organising and managing contractors.
* Familiarity with H&S and Fire Safety. Experience of being an H&S Officer is not essential.
* Experience of managing budgets.

The Lighthouse is founded on and driven by its Christian values and ethos as it seeks to express the love of God in action. Although we have volunteers of all faiths and none, the leadership nature of this role requires that the post holder shares our Christian values and ethos, having a heart to pray for the projects and all that goes on in The Lighthouse.

**Hours:**

This is a part time role of 12 hours per week and will require the person to be based at The Lighthouse on Mondays, Wednesdays and Thursdays (initially), hours to be arranged. Where extra hours are required, these will be paid on a pro-rata basis or taken as time off in-lieu.

**Annual Leave:**

To be discussed at interview. Currently expected to be around 8 weeks per year. Ideally, leave would be taken when the majority of the projects are closed (currently, these closures follow the Surrey school terms, with a 2 week break around Easter and Christmas and a month’s break for August), but this to be discussed with the individual.

**Salary:** *To be confirmed. Will be paid as a monthly salary.*

**Reporting Line:** The person will report to Erik Jespersen, a Director of The Lighthouse