

Site Facilitator



THE PENCIL FACTORY



**Keswick
Ministries**
HEARING BECOMING SERVING

Job Description

Looking for an opportunity to use your gifts as part of the Keswick Ministries team?

Keswick Ministries exists to inspire and equip Christians to love and live for Christ in his world. Our three priorities are hearing God's Word, becoming like God's Son, and serving God's mission.

We are looking for a skilled and task driven individual to be part of the site management team for our buildings and land across the Pencil Factory, Rawnsley, and Skiddaw Street sites, reporting to the Site Manager.

Key details

Role Title: Site Facilitator, reporting to Site Manager

Role Type: Permanent fulltime 37.5 hours per week. Normal hours are 8 to 4, Monday to Friday. The nature of the work means that exact days and hours of work may vary.

Location: Based in Keswick.

Salary: c£26,000 (subject to current salary benchmarking) pa dependent on experience. Plus, Auto-Enrolment pension with 8% employer contribution and Salary Sacrifice option.

Start Date: Preferably by 1st March 2025.

Application deadline: Close of business, Monday 20th January.

Interviews: w/c Monday 27th January, in Keswick.

How to apply: Please email your CV, and a covering letter outlining what you would bring to the role to pfjobs@keswickministries.org. Please also provide the names of two referees, at least one of whom could be contacted ahead of short-listing.

The main responsibilities of the role include:

Maintenance and Inspections

- Conduct regular inspections and preventive maintenance on buildings and land, ensuring services, other infrastructure, function properly and avoid breakdowns.
- Maintain detailed logs and records of maintenance work, repairs, and parts replacements.

Troubleshooting and Repairs

- Identify faults and report to site manager for diagnosis.

Assets / Inventory

- Contribute to asset inventory for parts, tools, and other supplies necessary for maintenance.

- *Help manage venue assets and storage.*

Compliance and Safety

- *Comply with safety regulations and standards for all activities.*

Equipment and Facility Upgrades

- *Assess equipment performance and make recommendations for upgrades or replacements.*

Any other tasks that arise and as directed by the Site Manager.

Person Specification:

- *Wholehearted belief in and commitment to KM's statement of beliefs and values - [About Keswick Ministries - Keswick Ministries](#)*
- *Professional skills and experience managing sites, both buildings and land.*
- *Excellent planning skills and the ability to handle deadlines against changing / conflicting priorities.*
- *Ability to work well within a busy, multi-disciplinary team and office environment, liaising effectively at all levels.*

