

Site Manager



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, experienced and task driven individual to manage our buildings and land across The Pencil Factory, Rawnsley, and Skiddaw Street sites, reporting to the Director of Business Operations.

Managing a growing team of site facilitators, delivering both scheduled and reactive maintenance and small-scale changes.

Key details

Role Title: Site Manager, reporting to Director Business Operations

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. £37-42k (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:

Management

Line management of site facilitators.

Continuous Improvement

- *Identify ways to improve maintenance practices, reduce downtime, and enhance equipment efficiency.*

Maintenance and Inspections

- *Conduct regular inspections and preventive maintenance on buildings and land, ensuring services, other infrastructure, function properly and avoid breakdowns.*
- *Create and maintain maintenance schedules, coordinating with the events and venue teams to avoid disruption.*
- *Maintain detailed logs and records of maintenance work, repairs, and parts replacements.*

Troubleshooting and Repairs

- *Diagnose faults and implement corrective actions, using and co-ordinating with professional external contractors for specialized repairs or services*

Compliance and Safety

- *Ensure that all maintenance activities comply with safety regulations and standards.*
- *Conduct safety checks and risk assessments to identify and mitigate potential hazards.*
- *Train and guide team members on safe operating practices and emergency procedures.*

Equipment and Facility Upgrades

- *Assess equipment performance and make recommendations for upgrades or replacements.*
- *Work with vendors and contractors to install new machinery and systems as needed.*

Budget

- *Prepare and manage budgets for maintenance operations.*
- *Look for cost-saving opportunities without compromising on quality or safety.*

Assets / Inventory

- *Monitor and manage inventory levels for parts, tools, and other supplies necessary for maintenance.*
- *Order replacement parts in advance to prevent delays during repairs.*
- *Manage venue assets and storage.*

Technical Documentation and Reporting

- *Maintain accurate records of all maintenance activities, including reports on equipment performance, downtime, and repairs.*
- *Prepare maintenance reports and present findings and improvements to management.*

Any other tasks that arise and as directed by the Director of Business Operations.

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.*

