

THE CATHOLIC DIOCESE OF PORTSMOUTH

JOB DESCRIPTION

Job Title: Cathedral Site Manager

Salary: Up to £30,000 PA

Reporting To: The Cathedral Dean

Hours of Work: 37.5 per week

Job Purpose

This role requires a proactive Cathedral Site Manager who will be responsible for a range of activities to manage effectively the St. John's Cathedral site, in compliance with the Catholic Diocese of Portsmouth policy and Health & Safety legislation.

- You will support the Cathedral Dean to maintain the safe and smooth management of the entire St. John's Cathedral site, which is located in Portsmouth City Centre.
- The site includes the Cathedral church, halls, a retail unit, offices, a residential building, grounds, and car park.

If you are a motivated professional with a passion for maintaining high safety and seek the opportunity to manage a National Heritage England, Grade II listed building and site to compliance standards, we would love to hear from you.

In this role, you will be supported by the wider Diocese Estates Team and will have the opportunity to develop your knowledge through training.

Some out-of-office hours may be required on an ad hoc basis. The role is based at St. John's Cathedral site, Bishop's House, Bishop Crispian Way, Portsmouth, PO1 3HG.

Key Accountabilities

- Overall Cathedral site management.
- Site security.
- Car park management.
- Repairs and maintenance: to attend to basic repairs and/or to arrange contractors to attend and to provide access for them.
- Inspect contractual work when completed and forward invoices to the Dean for approval.
- Maintenance of Cathedral site grounds and gardens.
- Fire safety checks, testing and monitoring.
- Site inspection and management of actions.
- Site services management.
- Budget management.
- Management of Statutory Inspections: to arrange, manage and monitor.
- Site management of cleaning contractors.
- General Ad-hoc tasks to support the Cathedral Dean and Cathedral clergy within the scope of this role.

Person Specification

Competence, expertise & knowledge

Essential

- Experience in a similar role/environment.
- Positive approach to customers and clients, with strong communication and people management skills.
- Proactive with independent working skills, ability to multi-task, prioritise and plan to meet deadlines.
- PC literate, including good experience with MS Office, emails and electronic filing, competent managing financial transactions.
- Awareness of Health & Safety and safe methods of working.

Desirable

- IOSH Certificate or working towards an IOSH Certificate.
- Experience of construction projects.
- Experience and understanding of the Catholic faith and parish structures.
- Empathy with the Catholic faith and willingness to learn the vocabulary and understand the Catholic year and its impact on Health and Safety issues.

Application Information

For an informal discussion or more information about this role, please contact recruitment@portsmouthdiocese.org.uk

Early applications for this role are recommended, as applications will be reviewed and evaluated upon receipt.

You will be notified as soon as possible, should we wish to progress your application by inviting you to interview.

Interviews will be held at St. Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA.

Appointment

Any offer of employment to work at the Catholic Diocese of Portsmouth is conditional upon receipt of satisfactory references and completion of pre-employment checks.

Please note you must have a valid UK Right to Work, as the Catholic Diocese of Portsmouth does not offer UK Visa Sponsorship.