



Appointment of  
**MAINTENANCE  
COORDINATOR**



# BACKGROUND TO CAPERNWRAY

Capernwray is an international interdenominational, Christian Bible School and Holiday Centre located near Carnforth in Lancashire.

Capernwray opened in the spring of 1947 under the leadership of Major and Mrs Ian Thomas. It was here that the Capernwray Missionary Fellowship of Torchbearers was established, having had a strong link with post second world war Germany and drawing European youth to the North of England. The short-term Bible School was established as a follow up to young believers, enabling them to deepen their faith and understanding of the Scriptures.

Since that time Capernwray has grown significantly while still seeking to fulfil this vital ministry of teaching and evangelism through the holiday and Bible school programmes. The international perspective of Capernwray is evidenced by the large numbers of overseas staff, guests and students as well as its strong association and partnership with centres around the world under Torchbearers International.

Capernwray has gained a reputation as a centre for full-time studies, holidays and short-term teaching programmes aimed at enabling individuals to experience the life-changing work of Jesus Christ.

The full time study course (up to NQF Level 3) provides practical biblical instruction, equipping men and women to serve the Lord's purposes wherever they may be. The holidays and shorter programmes provide refreshment and relaxation in an environment that enhances the teaching of the Word of God.

Capernwray accommodates up to 180 students for a year's Bible course and an equivalent number of guests for holidays and conferences. There are approximately 30 full and part time staff and a similar number of volunteers serving throughout the year. Capernwray was the founding centre of Torchbearers International which now encompasses 24 similar centres around the world.



# ABOUT THE ROLE

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<b>Job Title:</b>	Maintenance Coordinator
<b>Accountable to:</b>	Finance and Facilities Manager
<b>Salary:</b>	£19,000-£22,000 (based on experience) with potential provision of on-site accommodation
<b>Purpose of Role:</b>	To coordinate the maintenance team

## Key Responsibilities specific to this role:

1. To work as part of the maintenance team to effectively and efficiently maintain the property inside and outside, and make such improvements as are agreed;
2. To participate as one of the on-call rota to provide emergency cover during the year's programmes;
3. To supervise, train and work alongside voluntary workers, and undertake grounds work as required;
4. To oversee the fire risk of the site, planning necessary work and using the electronic management system to complete audit checks in order to continually improve best practice and the overall safety to students, guests and staff;
5. To ensure the health and safety standards are observed in all maintenance work and in the use of equipment;
6. To take part in coordinating contractor site visits in line with the annual maintenance schedule;
7. Arrange the purchasing of maintenance related products in a timely manner within an agreed budget;
8. To be responsible for the general day to day repairs, delegating to and supporting one maintenance assistant and voluntary workers.

## Key Responsibilities common to all Capernwray staff:

1. To participate fully and warmly in Capernwray's community life, including participation in holiday programmes, leading student 'family groups', attendance at staff meetings, prayer meetings and social events, and to assist in other elements of the ministry;
2. To identify and source opportunities and resources for continuing personal and professional development, in consultation with the Finance & Facilities Manager;
3. To willingly and regularly affirm the ministry's Statement of Faith, Principles & Practices, Values and Mission Statement.



# ABOUT YOU

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## Essential skills:

- Ability to identify priorities, especially where there are competing needs and expectations;
- Ability to coordinate a team effectively and allocate tasks accordingly;
- Excellent interpersonal skills and the ability to act as a point of contact on day to day maintenance.

## Knowledge and Experience:

- Experienced in facilities management or engineering, building, joinery or plumbing;
- Operational knowledge of health & safety;
- Experience in managing a diverse workload and being able to maintain a strategic view of the work despite demanding day to day issues.

## Desirable Attributes:

- Experience of working with voluntary workers;
- Experience of an IT based safety management software system for testing & monitoring compliance;
- Experience in managing Legionella & Fire risk;
- Knowledge of Biomass systems;
- Knowledge of swimming pool management;
- Experience of working in the charity sector / Christian residential ministry.



# TERMS AND CONDITIONS AND HOW TO APPLY

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This role carries an occupational requirement for the applicant to be an active Christian and to subscribe to the ministry's Statement of Faith. Under the current UK employment legislation you will need to show you have a right to work in the UK. This will be fulfilled by showing you are a British citizen or hold a passport or national identity card showing you are a national of a European Economic Area country or Switzerland.

- Annual Leave:** 28 days per annum increased to 30 days after five years' service. Holiday year runs from April to March.
- Hours of Work:** 40 hours a week. Normal office hours are Monday to Friday, with a weekend on-call rota for maintenance and some Saturday events when staff are required to be involved.
- Pension Scheme:** Auto-enrolment pension scheme. Current contribution rates are 5% for employee and 7.8% employer.
- Additional Benefits:** The Charity provides death in service benefit and Permanent Health Insurance following successful completion of an initial period.

Completed application forms should be sent to the Head of HR & Compliance:  
[debbie.atkinson@capernwray.org](mailto:debbie.atkinson@capernwray.org)

Or by post to:  
Head of HR & Compliance  
Capernwray Hall  
Carnforth LA6 1AG

If you wish to speak to someone informally about this position before applying, please contact Mike Gregory, the Finance and Facilities Manager, by emailing [mike.gregory@capernwray.org](mailto:mike.gregory@capernwray.org)

Closing date: 12 October 2020

# STATEMENT OF FAITH

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- We accept the whole Bible as the inspired revelation of God to man
- We believe that the Lord Jesus Christ is God, in equality with the Father, and that by Him the Father created all things.
- We believe that the Lord Jesus Christ became Man through the miraculous operations of the Holy Spirit, and that He was without sin.
- We believe that the Lord Jesus Christ, the Lamb of God, died willingly in the place of sinners, to become the Redeemer of this fallen World, and the only Mediator through Whose atoning Blood, and by faith in Whom alone, we receive forgiveness of sins.
- We believe that the Lord Jesus Christ rose again from the dead, appeared to His disciples, and returned to the Father; that on the day of Pentecost He came in the Person of His Holy Spirit to dwell within the hearts of all who had received Him, and thereby established His Church, the Body of Christ on earth, a Fellowship of all true Believers, of which He is the Head.
- We believe in God the Holy Spirit, co-equal Member of the Trinity, and that He is present in the hearts of all who through faith have received the Lord Jesus Christ as Saviour, and who are thereby born again, the children of God, who is the Father of them that believe.
- We believe that the Lord Jesus Christ is coming back again in Person to this earth and that by Him God will judge the World.

