



All Saints Church Weston Bath  
**Community Facilities Assistant**  
Job Pack



Our mission: Sharing the life and message of Jesus  
with the community of Weston, Bath and beyond

## PARISH PROFILE

All Saints is a thriving Church of England church based in Weston on the outskirts of Bath. We have 3 services every Sunday, midweek services, special events and over 250 members. We are excited to be entering a new season of ministry following the extensive refurbishment of our main church building and looking forward to further growth with many more people becoming Christians and newcomers joining the church.

Weston is a community of around 10,000 people in the suburbs of Bath with a large hospital, two primary schools and a secondary school within the parish. All Saints is made up of people of all ages including lots of children, young people and younger adults but there is huge potential for growth in all areas and a commitment to see Jesus honoured in every generation.

The Church refurbishment project has taken 10 years to plan and a year to undertake and was completed and ready to open for services and community use on 1<sup>st</sup> September 2024. Completion of this work means that we now have another community building that can be used throughout the week.

Our core values underpin our mission and guide our staff appointments – we believe that Church is family, rooted in God’s Word, empowered by His Spirit, making Disciples of Jesus through both words and actions. We are also committed to our safeguarding and safer recruitment policies, ensuring that we are protecting children, young people and adults.

The Employer – PCC of All Saints Weston, Bath.

### THE PARISH OF ALL SAINTS WESTON WITH ST MARY'S LANGRIDGE AND ST MARTIN'S NORTH STOKE

#### INCUMBENT

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#### THE CHURCH

All Saints Weston has been here since 1260's was substantially re-built by the early Victorians in the 1840's.

#### Electoral Roll:

227 for 2025  
Church Members approximately 320

Current All Saints Ministry Staff:

- Rector
- Curate
- Trainee Youth Leader
- Childrens and Families leader
- Worship Leader
- 2 lay readers
- Prayer Pastor
- Seniors Pastor

Facilities Staff Team:

- Head of Operations
- Community Facilities Manager
- Community Facilities Assistant (to be appointed)
- Finance Officer
- Caretakers
- Cleaner

Buildings:

All Saints Church are responsible for five buildings in Weston currently: All Saints Church, All Saints Centre, Weston Hub, The former Infants school and 19 Chandler Close (A residential property that is let).

All Saints Centre, refurbished in 2001, provides a place for many church and community groups as well as commercial and private lets such as wedding receptions.

All Saints Church dates from the medieval period but was substantially rebuilt by the early Victorian era. The completion of our refurbishment project in 2024 now brings the church building firmly into the 21<sup>st</sup> Century with much improved facilities and more flexibility with regard to its use.

Weston Hub is the former council owned and run Children's and youth centre, known previously as Centre 69. All Saints took control of the building at the start of 2018 and have built it into a busy and vibrant all age community centre. All Saints Welcome Café and Food Club runs out of this building and we hope to build on these type of community support activities running from this building.

The former infants school needs major refurbishment work and its future use in the community is currently being debated by the PCC.

19 Chandler Close, is a modernish end of terrace house.

## POSITION SUMMARY

We have an exciting opportunity to be able to appoint a Community Facilities Assistant to be a core part of the team that oversees the smooth running of our buildings. We are seeking a confident, personable, and customer-focused individual with the drive, commitment, and attention to detail necessary to handle day to day bookings and work well with the team in our busy office environment.

This is a Full-Time permanent full time role working weekdays with occasional weekend and late evening overtime work too.

The Community Facilities Assistant will work with the Community Facilities Manager to support the PCC in implementing and maintaining its community engagement and outreach through its buildings. They will manage the daily operations of our buildings; currently All Saints Centre, Weston Hub and community bookings for the church building.

The Community Facilities Assistant will be working with the Community Facilities Manager (their line manager), two caretakers, cleaner and casual events staff. They will be responsible for overseeing their daily duties with the ability to manage the buildings independently on occasions. They will have the full practical support of the Head of Operations, who oversees all staff welfare and also the Finance Officer, who will support on invoicing and QuickBooks tasks.

There is the possibility for career progression at All Saints in time for the right candidate.

Working for the church in a Christian context, it is expected that the Community Facilities Assistant will be: of good character with a servant hearted working style; committed to church and community feeling like family; committed to supporting the ministry staff team who are seeking to grow the church through evangelism. You would be expected to attend office prayers on a regular basis.

We take our responsibility for the safeguarding of children and adults seriously. Our recruitment processes reflect this commitment.

## ROLE DESCRIPTION

### **Operational – Customer service, bookings and events**

- Bookings – process and procedures, ongoing daily activity – Centre rooms, Hub rooms Church and Ball Court.
- Handling enquiries – telephone, email and in person
- Managing room set ups and clear ups – daily activity
- Managing calendars and diaries
- Finances – pricing bookings and some invoicing.
- Programming of door access system and heating apps.

## **Health, Safety and Sustainability**

- Complete safeguarding training as required
- Visual checks on health and safety aspects within our buildings
- Ensure doors are locked and security measures are adhered to
- Turn off unnecessary lights and heating
- Carry out and promote recycling

## **PERSON SPECIFICATION**

- Self-starter with a can do attitude.
- Personal and friendly individual who can communicate very well.
- Ability and willingness to see tasks through to completion
- Able-bodied for physical tasks.
- Very at home using a computer with Microsoft applications.
- Intelligent and able to pick things up quickly and efficiently.
- Good sense of humour and sense of fun that reflects in the work.
- Good team player who likes to interact.

## **EXPERIENCE**

- Experience of working in a church context would be desirable  
Experienced of working in community buildings or equivalent desirable
- A good standard of English and maths is required in order to work quickly and efficiently with tasks.
- Great computer skills - A very good working knowledge and experience with using Microsoft Office, Word and to some extent Excel. A quick learner for our bespoke software tools: ChurchSuite for bookings, calendar, address book etc and QuickBooks for invoicing. Training will be provided ,of course.
- Used to dealing with people in person and on the phone with a pleasant, can do attitude.
- Understanding of cleanliness and maintaining a high standard in and around our buildings.

## **SKILLS**

- Excellent communication skills
- Strong organisational and administrative skills
- Able to see the bigger picture whilst maintaining grip on detail
- A self-starter able to work on own initiative, to identify problems and find solutions quickly
- Able to prioritise competing demands
- Excellent verbal, written and interpersonal communication skills
- Ability to work efficiently under pressure, exercising initiative and judgement
- Ability to respond to changing needs within the daily, weekly and annual schedule
- Willingness to work flexibly

## **KNOWLEDGE**

- Good level of secondary education
- Further education qualifications (desirable)
- Understand health and safety procedures or be willing to undertake training
- Understand Safeguarding procedures and be willing to undertake training
- Possess an up to date 'Enhanced' DBS
- Knowledge and experience of Microsoft office products essential, database management, general IT skills

## **BENEFITS**

- Wide variety of tasks within the role, meaning every day is different.
- Great team to work with in a Christian environment.
- Five weeks holiday plus bank holidays.
- Pension scheme with employers contribution.
- Some Flexi-time, plus overtime available at great rates of pay.
- Advancement in role with in house training from experienced staff.
- Plenty of opportunity to take part in church services, events, both locally and nationally.

A DBS check will be required to be completed before starting and two online safeguarding training modules will also be required to be completed prior to the job start date. All Saints will pay the successful candidate for the time taken to do this training prior to starting the job and that will be paid as overtime in the first main salary payment.

## TERMS AND CONDITIONS OF WORK

Contract:	<p>This is a permanent full time contract. It will include a full probationary review after 3 months. Ideally employment will commence on Monday 2<sup>nd</sup> March 2026.</p> <p>It is desirable that the candidate attends All Saints Church and makes this their home church, but this is not an absolute requirement if they already attend another local church. Applicants must be eligible to work in the UK.</p>
Hours of work:	<p>37.5 hours per week. There is some flexibility on start/finish times, but hours are usually from 8.30am/9.00am to 4.30pm/5.00pm with half an hour for lunch. There will be some working requirements on Saturdays and Sundays.</p>
Overtime:	<p>Overtime is available with this post. With planned events regularly taking place in the evenings and at weekends, it is considered only fair by the PCC to renumerate all events staff involved in this out of hours work with overtime payments. The Facilities Manager and Events Support staff will therefore be paid overtime for scheduled out of hours work on the following basis:</p> <p>Weekday Evening work after 21:00hrs and Saturday work from 06:00hrs to 00:00hrs – time and a half</p> <p>Sunday work and any work between 00:00hrs and 06:00hrs – double time.</p> <p>Overtime work at other times, if authorised, will be at the standard hourly rate.</p>
Place of work:	<p>Normally All Saints Centre, Weston Hub and All Saints Church, but also at any other nearby locations requested by the employer.</p>
Salary:	<p>£26,110.50 for a 37.5 hour week.</p>
Annual Leave:	<p>25 days a year plus all bank holidays (8)</p>
Pension:	<p>The parameters of the ASW Auto-Enrolment Scheme are 5% gross employee contributions and 3% gross employer contributions, based upon “Qualifying Earnings”. This is an ‘opt out’ scheme and more details will be provided to the successful applicant.</p>

**Notice Period:** Notice periods by either party are based on one month's written notice after the probationary period and subject to compliance only with statutory dismissal and disciplinary procedures. (See also detailed explanation of the ACAS based procedure within our Employee Handbook.) However, your employment may be summarily terminated where you are found guilty of gross misconduct.

### **Support Structure**

Your line manager is the Community Facilities Manager who is there to support you fully and provide training for further development in the role. The Facilities Staff will always assist in sharing the workload when our buildings are at their busiest.

Probationary period with a three month and six month review. Annual reviews after the probationary period.

Other support is provided through the Facilities Management Group, our Rector, our HR Officer, the Treasurer and Churchwardens, the PCC and our Safeguarding Officers.

### **SECTION F: THE APPLICATION TIMESCALES**

We will accept applications and look at them as they come in. Applications close on Friday 6<sup>th</sup> February 2026. We will call to interview those who we think would be suitable for the job and interviews will be carried out by mutual agreement as soon as possible after that date.

At the interview there will be the opportunity for an extensive tour of our buildings and to meet other members of staff and ask questions. Refreshments will be provided.

Decisions will be made within one working day after the last candidate is called to interview and all interviewees will be informed of the outcome.