JOB DESCRIPTION

POSITION: Facilities Manager

REPORTS TO: National Director

STAFF REPORTING TO THE POSITION: Gardener, Groundsperson, Volunteers

PRIMARY OBJECTIVE OF THE JOB:

To manage the maintenance of Torchbearers Trust property to keep it functional and compliant with local authority requirements including associated Health and Safety of staff, visitors, students and guests.

GUIDING PRINCIPLE FOR EVERY STAFF:

To share in the vision and mission of Capernwray New Zealand

Staff, students and guests to Capernwray NZ shall:

- embrace Jesus Christ,
- through biblical teaching,
- equipping people for life and service in the world.

What is important to us:

- Christ's life in and through all
- Shaped and led by Scripture
- Holistic growth through discipleship and community
- Preparing for mission in every vocation
- Embracing the unique NZ experience

We focus on the following groups of people of all ages:

- Students of the Word from NZ, Pacific Islands and internationally
- Adventure students and students who wish to embrace our mission in the context of activities and hobbies
- Students who wish to embrace our mission in the context of touring this beautiful country

Also to fulfil our mission statement:

The purpose of the Missionary Fellowship of Torchbearers is to proclaim the Gospel of Jesus Christ to all people in accordance with the Holy Scriptures (Bible); to lead them to a personal relationship with Jesus Christ as their Saviour, Lord and Life; to promote the Christian faith in accordance with the Holy Scriptures by means of witness, service and fellowship; to arouse, motivate and support mission-oriented living, in accordance with Scripture, in word and in deed; and to strive to increase the Kingdom of God throughout the world, thereby being bringers of light ("Torchbearers")

FUNCTIONAL RELATIONSHIPS WITH:

National Director   Lodge Caretaker
Business Manager   Volunteers
House Manager   Suppliers
Gardener   Students
Groundsperson

KEY EXPECTATIONS AND OUTCOMES OF THE JOB:

- To fully agree with and live-out the aims and philosophy of the Torchbearers New Zealand Charitable Trust (TNZCT) as contained in the Torchbearer International Documents

- To be responsible for maintenance of the Capernwray buildings and property in good order to the satisfaction of the Business Manager and local authorities

- To be the Health & Safety Officer for TTNZ

SPECIFIC TASKS & DUTIES:

- Make repairs and renewals of the Capernwray property and fitting as required (Arrange external contractors to carryout building, electrical, plumbing or specialist repairs as necessary)

- Maintain pest control and recording

- Maintain the water and wastewater systems and recording

- Arrange the collection, sorting and removal of general waste and recycling

- Co-ordinate with the designated Lodge Caretaker staff for the maintenance of the lodge facilities

- Assist the Gardener and Groundsperson on lawn and garden maintenance including mowing, spraying, removal of garden rubbish, composting and tree pruning

- Co-ordinate the fire-wood supply on-site for both Monavale and the Lodge, including appropriate tree planting, removal, wood splitting.

- Supervise and direct volunteers (and students on work-days) on general maintenance projects and outdoor duties

- Maintain the Capernwray workshop, machinery and vehicles in good order

MINISTRY SUPPORT RESPONSIBILITIES

To participate as much as possible in other areas of life at Capernwray as negotiated with the Business Manager and Principal at the beginning of each term. This may include:

- Assist with leading a Family Group
- Discipleship
- Leading Devotionals

JOB DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for the above position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: _____   Date: _____

Employee Signature:_____