



St Werburghs  
Community Centre

## St Werburghs Community Association is looking for a **Site & Facilities Manager**

**Hours:** 15 per week - flexibility is essential to accommodate contractor site visits.

**Salary:** £15.64 per hour.

£30,095 per annum pro rata (£12,199.20 for 15 hours)

We have an exciting opportunity for an experienced and well organised person to join St Werburghs Community Centre's team as Site & Facilities Manager, to help us maintain our popular community venue.

To be responsible for maintenance of the buildings, liaise with contractors and keep maintenance records; ensure a high standard and good appearance of the buildings, its furnishings, equipment and environs;  
to plan ahead for major buildings repairs and renewals;  
to negotiate contracts ensuring value for money and quality of work;  
to work with the team and in best interest of the Centre users;  
to ensure energy efficiency, health & safety, and accessibility.

**Application Deadline: as soon as possible / by Wednesday 30<sup>th</sup> November 2022,  
12pm**

**Interviews to be held: as soon as possible**

**To start: January 2023**

To apply the Application Pack is available to download from our website:

[www.stwerburghs.org.uk](http://www.stwerburghs.org.uk)

or e-mail Alison Saunders, Finance & HR Manager

to request a pack: [alison@stwerburghs.org.uk](mailto:alison@stwerburghs.org.uk)

If you would like more information before applying, please contact

Goska Ong, Centre Director: [director@stwerburghs.org.uk](mailto:director@stwerburghs.org.uk),

or call our office number, 0117 9551351.

**PLEASE NOTE – WE DO NOT ACCEPT CV'S**

St Werburghs Centre, Horley Road, St Werburghs, Bristol, BS2 9TJ. Tel: 0117 955 1351

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