

JOB DESCRIPTION

Job Title: Site Manager – NEC Headquarters

Location: Vertex, Nottinghamshire

Organisation: North England Conference of the Seventh-day Adventist Church

Department: Treasury

Responsible to: Treasurer / CFO

Employment Type: Full-time – 37 hours per week

Pay Scale: 78–98%

Salary: £31,224 to £39,228

Closing Date for applications: 20th October 2026

OVERVIEW

The Site Manager is responsible for the day-to-day operational management of Vertex, ensuring that the headquarters is safe, secure, welcoming, well maintained and effectively supports the work and mission of the North England Conference.

The role oversees facilities, building maintenance and compliance, contractors, bookings, office operations and property-related services. The Site Manager will also support the monitoring of property compliance across local churches.

The Site Manager is responsible for the day-to-day implementation of building safety at Vertex and will work closely with the Executive Secretary's Department, which retains responsibility for organisational Health & Safety policy, governance and oversight.

KEY RESPONSIBILITIES

Site Operations & Facilities Management

- Oversee the day-to-day operation, maintenance, security and presentation of Vertex.
- Coordinate planned and reactive maintenance, contractors, suppliers and facilities services.
- Monitor cleaning, security, waste, utilities and other building services.
- Support building improvements and identify opportunities to improve efficiency, sustainability and value for money.

Building Safety & Compliance

- Ensure statutory building inspections, servicing, testing and compliance requirements are completed and accurately recorded.
- Undertake regular site inspections and ensure identified risks and corrective actions are appropriately managed.
- Coordinate fire safety, emergency procedures and evacuation arrangements.
- Ensure contractors comply with relevant Health & Safety requirements.
- Report and escalate significant hazards, incidents, near misses and compliance concerns through the agreed NEC process.

- Work collaboratively with the Executive Secretary's Department on Health & Safety matters, including risk assessments, investigations and audits.

Bookings, Events & Office Operations

- Manage bookings for Vertex meeting rooms, training spaces, auditorium and other facilities.
- Coordinate room setup, hospitality and operational requirements for meetings and events.
- Ensure appropriate consideration is given to capacity, accessibility and safety requirements.
- Manage shared office facilities, furniture, supplies and other site-related requirements.
- Act as a key operational point of contact for employees, visitors, contractors and suppliers.

Property Compliance & Church Support

- Maintain central records of statutory property compliance across local churches.
- Monitor certification and renewal dates and follow up outstanding requirements.
- Prepare property-compliance information and reports for the Executive Treasurer, Property Committee and Trustees.
- Provide practical guidance and resources to local church officers and work collaboratively with relevant denominational and professional advisers.

Procurement & Financial Stewardship

- Obtain quotations and coordinate facilities and property-related procurement in accordance with NEC procedures.
- Monitor supplier performance, service contracts and facilities expenditure.
- Support the preparation and monitoring of site and facilities budgets.
- Confirm satisfactory completion of works before invoices are submitted for approval.

PERSON SPECIFICATION

- NVQ Level 4 in Facilities Management, IWFM Level 4 or equivalent relevant qualification.
- Relevant experience in facilities, premises, property or site management.
- Experience coordinating contractors, suppliers and maintenance services.
- Good understanding of workplace Health & Safety and building compliance.
- IOSH Managing Safely, or willingness to obtain this following appointment.
- NEBOSH General Certificate or equivalent is desirable.
- Strong organisational, communication and problem-solving skills.
- Good IT skills, including Microsoft 365.
- Ability to manage competing priorities, maintain accurate records and escalate risks appropriately.
- Professional, service-focused and committed to high standards.
- Commitment to the mission, values and ethos of the Seventh-day Adventist Church.
- Full UK driving licence and access to a vehicle.

- Willingness to travel across the Conference territory and work occasional evenings or weekends where required.

BENEFITS

- 20 days' annual leave plus recognised bank/public holidays.
- Administrative Package 40%
- Car fixed allowance
- Paid day off on your birthday
- Access to the BUC-administered pension scheme.
- NEC health, wellbeing and employee-support benefits, subject to eligibility.
- Contractual sick-pay arrangements, subject to applicable terms.
- Role-related training and professional development.
- Access to other applicable NEC employee benefits and allowances.

GENERAL

The postholder may be required to undertake other duties consistent with the purpose and level of the role as reasonably required by the Executive Treasurer.

This job description may be reviewed periodically to reflect organisational and operational requirements.