



**Revd Canon Jeremy Dussek
Rector of Wolverhampton
(for the Collegiate Church of St Peter and St John in the Square)**

**Site Services Manager and Property Manager to the Wolverhampton City Parish
for The Collegiate Church of St Peter and St John in the Square**

The Collegiate Church of St Peter and St John in the Square, Wolverhampton are seeking to appoint a person with good interpersonal skills and proven high-level administrative and operational competence, who is pro-active and instinctively a team player. They will be joining an exciting newly formed team following the appointment of Revd Canon Jeremy Dussek as Rector. It is also an exciting time with the appointments of a Parish Administrator and Personal Assistant to the Rector, and Director of Music; the 2 churches are also shortly to be united into a newly created parish to serve Wolverhampton City Centre.

The PA and SSPT will work alongside the Rector, Churchwarden and other members of the team to give administrative and operational support to the Rector and Parish, also ensuring that a warm and generous welcome is extended to all who contact the office. The post holder will undertake a wide range of administrative and coordinating tasks, between the Church, City and Diocese.

The SSPT will be overseeing the care and conservation of two historic listed Churches and ancillary buildings and grounds. This primarily involves the following areas

- Routine maintenance and care of the churches
- Stewardship of the church buildings, grounds and ancillary building
- Conservation with specialist contractors and diocesan bodies
- Oversight of major projects and repairs
- Financial planning and funding acquisition
- Utilities management and supplier negotiation

Role Description:

Site Services and Property Manager

Working with us

Our parish comprises of The Collegiate Church of St Peter and St John's-in-the-Square which have a rich history that dates back to the 10th century, yet successfully engages with the needs and aspirations of today's community.

Serving in a city

Each church within our parish offers unique spaces for worship, community engagement, and social action.

The Collegiate Church of St Peter adjoins the Civic and University sites. Its USPs are its heritage, music and support for the civic and city organisations; it draws people from a wide range of cultural backgrounds into a journey of faith and seeks to serve the civic and cultural needs of the city in partnerships with the University, Academies, Art Gallery, Molyneaux and other charitable organisations

St John in the Square, is also in the city centre adjacent to the Ring Road by Snow Hill, and provides a tranquil setting for reflection and connection, hosting spiritual and cultural events that nurture the soul.

Working as a Team

The Newly Created Parish will be led and include

Clergy – Rector and Associate Clergy to be appointed for specific areas of ministry

Churchwardens – for both churches

Parish Administrator and Personal Assistant to the Rector

Site Services and Property Manager – for both churches

Verger and Sacristan – for both churches

Director of Music – for the Collegiate Church

Parish Safeguarding Officer – for both churches

Teams

St Peter's, there are many committed teams who work on a voluntary basis to serve the Church, Community and Wider City, both on Sundays and in the week including Stewards, Servers, Church Opening Helpers, Flower Guild, Bell Ringers, Pastoral Care Assistants, Readers, Intercessors, Junior Church Leaders alongside the Churchwardens.

St John's is a much smaller community and is currently open for worship on Sunday – there are similar people who read and serve supporting the Churchwardens.

KEY TASKS

Overview

The Site Services and Property Manager, role exists in order to undertake general parish administration duties, support the ministry of the Rector and clergy.

Responsibilities

As a member of the team, you will be responsible for

Church Buildings

Routine maintenance and stewardship of the Churches and ancillary buildings and grounds

- Overseeing the day-to-day upkeep, cleanliness, and presentation of the church and grounds
- Ensuring the building remains safe, secure, and compliant with statutory and diocesan requirements

- Identifying maintenance needs and coordinating timely repairs
- Managing routine inspections, servicing, and preventative maintenance to protect the fabric of the building (including PAT testing)
- Management of the building structure, utilities, and maintenance requirements
- Ensuring the properties remains safe, functional, and fit for purpose for staff, worshippers, volunteers, and visitors
- Coordinating repairs, servicing, and contractor engagement as required
- Keeping both churchyards clean and clear of litter, and advise when occasional 'sweeps' are needed with regards to needle pick-ups.
- Managing churchyard contractors regarding grass mowing
- Ensuring security when on duty
- Open and close premises when required
- Working with the Parish Administrator in taking bookings, receiving and recording payments and liaising with users and booking
- Managing Car Parking on both sites
- Ensure Church and office cleaning

Conservation with specialist contractors and diocesan bodies

- regular engagement with a wide range of external professionals, including:
 - Conservation specialists, heritage contractors, lighting engineers, and stonemasons.
 - Diocesan Advisory Committee (DAC) officers, architects, surveyors, and statutory bodies.
 - Contractors delivering major works, including internal and external lighting projects and structural repairs e.g. the recent Chancel restoration at St Peter's and redecoration of St John's
- acting as the primary point of contact, ensuring clear communication, adherence to standards, and effective coordination throughout each project.

Oversight of major projects and repairs

- working with the appropriate partners in the planning and management of major building and improvement projects including
 - Together assessing the feasibility of proposed works, including technical, financial, and logistical considerations
 - Assisting in developing project proposals and presenting them to the PCC and relevant committees
 - Coordinating the delivery of projects such as lighting upgrades, conservation work, and structural repairs
 - Working with partners ensuring projects are delivered safely, efficiently, and within agreed budgets and timescales

- delivering with appropriate partners a major restoration project of **St Peter's church tower and transepts** which will involve the following responsibilities including:

- Managing the successful progression of the planning and permissions process with the DAC
- Preparing and supporting applications for appropriate funding streams, including grants and heritage funding
- Engaging with specialist contractors capable of undertaking complex conservation and structural work
- Liaising with specialists in overseeing the project from feasibility through to completion, ensuring compliance with heritage and ecclesiastical requirements

Financial planning and funding acquisition

- ensuring the financial sustainability of the church's property and projects
- working with an external project manager / fund raiser - identifying and securing funding for major works, including grant applications and external funding opportunities
- working with the Treasurer and PCC to ensure financial accountability and transparency.
- planning for future projects and developing strategies to generate or secure the funds required to support them.
- monitoring expenditure on maintenance, utilities, and capital works

Utilities management and supplier negotiation

- Monitoring energy usage and reviewing supplier performance - we have reduced our energy consumption over the last three years
- Negotiating with energy providers to secure the best possible tariffs and contract terms
- Ensuring compliance with environmental and energy-related requirements
- Managing contracts for gas, electricity, water, and other essential services

The main duties and responsibilities of this post are outlined in the job description. This list is not exhaustive and is intended to reflect the main tasks and areas of work. Changes may occur over time, and the SSPM will be expected to agree any reasonable changes to the job description that are commensurate with the SSPM banding and in line with the general nature of the post. The SSPM will be consulted about any changes to the job description before these are implemented.

PERSON SPECIFICATION

The successful candidate will have the following attributes and demonstrate these in their application:

- A willingness to learn, to a complex level, the systems, structures and terminology of the Church of England, prior knowledge or experience of these would be advantageous
- Professional in-person and telephone manner with the ability to articulate and receive messages clearly
- IT proficient with a high-level working knowledge of Microsoft Word, Outlook, Excel and file management systems as well as online meeting platforms and integrating these with diaries
- An eye for detail, accuracy, and quality to all areas of work
- The ability to maintain absolute confidentiality whilst being courteous, friendly and discreet
- A good level understanding of data protection / GDPR principles
- A good listener and be able to be diplomatic when dealing with a wide variety of contractors
- The ability to respond and adapt quickly to the changing priorities within the parish
- The ability to work flexibly in a small team as well as organise own workload, to set priorities and to work to deadlines. taking initiatives to be able to work unsupervised for much of the time.
- The ability to work across the two sites
- The knowledge to carry out appropriate Health & Safety legislation
- Previous experience in buildings or facilities management would be an advantage.
- The ability to undertake physical tasks such as accessing remote parts of the building, moving of furniture and reactive cleaning.
- Reliable attendance and punctuality record
- Sympathy with the Christian faith, supportive of the work of the Church of England and committed to the ethos and values of St Peter's and St John's
- Willingness to learn new skills and take part in any appropriate training
- Experience of coordinating and managing events

TERMS and CONDITIONS

- This is a post of 15 hours per week, with an annual salary of £11,700. Work may be required on evenings or at weekends, for which compensatory time off in lieu is available
- The normal place of work where the post holder will have a desk, will be in the Collegiate Church of St Peter in a newly create first floor office
- If meeting the relevant criteria, Auto Enrolment into a pension scheme with employee and employer contributions.
- Holidays 25 days per year plus Public Holidays
- Location: The Collegiate Church of St peter and other locations across the diocese (this role will generally be working on-site)
- The post holder will report to the Rector of Wolverhampton
- The employer is the PCC of Central Wolverhampton
- There will be a probationary period of 6 months

HOW TO APPLY

Please send a CV and accompanying letter with your reasons of why you wish to be considered why you think you are suitable and eligible for this post to Sue Butler – wolvescentralparish@hotmail.co.uk by 23rd July, 2026.

CLOSING DATE: 23 July, 2026

INTERVIEWS TO BE HELD IN WOLVERHAMPTON: week commencing 27 July, 2026