



# LOGISTICS & FACILITIES MANAGER

Cornerstone Church  
Nottingham



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# ABOUT US



## OUR VISION

Our vision, which comes from Isaiah 11:9, is that “...the earth will be filled with the knowledge of the Lord as the waters cover the sea.”

## OUR MISSION

Our mission is to make disciples of Jesus Christ in Nottingham, all nations and the next generation.

## OUR VALUES

- The **word** of God
- The **mission** of God
- The **people** of God
- The **worship** of God
- The **grace** of God

## OUR APPROACH

Gathering | Growing | Giving | Going

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We are affiliated to Evangelical Alliance, the Fellowship of Independent Evangelical Churches, and the Midlands Gospel Partnership.

# OUR CONFESSION OF FAITH

We believe in:

## God

There is one God, who exists eternally in three distinct but equal persons: the Father, the Son, and the Holy Spirit. God is unchangeable in His holiness, justice, wisdom and love. He is the almighty Creator, Saviour and Judge who sustains and governs all things according to His sovereign will for His own glory.

## The Bible

God has revealed Himself in the Bible, which consists of the Old and New Testaments alone. Every word was inspired by God through human authors, so that the Bible as originally given is in its entirety the Word of God, without error and fully reliable in fact and doctrine. The Bible alone speaks with final authority and is always sufficient for all matters of belief and practice.

## The Human Race

All men and women, being created in the image of God, have inherent and equal dignity and worth. Their greatest purpose is to obey, worship and love God. As a result of the fall of our first parents, every aspect of human nature has been corrupted and all men and women are without spiritual life, guilty sinners and hostile to God. Every person is therefore under the just condemnation of God and needs to be born again, forgiven and reconciled to God in order to know and please Him.

## The Lord Jesus Christ

The Lord Jesus Christ is fully God and fully man. He was conceived by the Holy Spirit, born of a virgin, and lived a sinless life in obedience to the Father. He taught with authority and all His words are true. On the cross, He died in the place of sinners, bearing God's punishment for their sin, redeeming them by His blood. He rose from the dead and in His resurrection body ascended into heaven where He is exalted as Lord of all. He intercedes for His people in the presence of the Father.



## **Salvation**

Salvation is entirely a work of God's grace and cannot be earned or deserved. It has been accomplished by the Lord Jesus Christ and is offered to all in the gospel. God, in His love, forgives sinners whom He calls, granting them repentance and faith. All who believe in Christ are justified by faith alone, adopted into the family of God and receive eternal life.

## **The Holy Spirit**

The Holy Spirit has been sent from heaven to glorify Christ and to apply His work of salvation. He convicts sinners, imparts spiritual life and gives a true understanding of the Scriptures. He indwells all believers, brings assurance of salvation and produces increasing likeness to Christ. He builds up the Church and empowers its members for worship, service and mission.

## **The Church**

The universal Church is the body of which Christ is the head and to which all who are saved belong. It is made visible in local churches, which are congregations of believers who are committed to each other for the worship of God, the preaching of the Word, the administering of Baptism and the Lord's Supper, for pastoral care and discipline, and for evangelism. The unity of the body of Christ is expressed within and between churches by mutual love, care and encouragement. True fellowship between churches exists only where they are faithful to the gospel.

## **Baptism and the Lord's Supper**

Baptism and the Lord's Supper have been given to the churches by Christ as visible signs of the gospel. Baptism is a symbol of union with Christ and entry into His Church but does not impart spiritual life. The Lord's Supper is a commemoration of Christ's sacrifice offered once, for all, and involves no change in the bread and wine. All its blessings are received by faith.

## **The Future**

The Lord Jesus Christ will return in glory. He will raise the dead and judge the world in righteousness. The wicked will be sent to eternal punishment and the righteous will be welcomed into a life of eternal joy in fellowship with God. God will make all things new and will be glorified forever.

# ABOUT THE ROLE

## JOB PURPOSE

This new position will play a key role in our growing staff team. Working as part of the Operations Team, the role ensures that Cornerstone's building and operational logistics run smoothly to support all aspects of church life. Working closely with members of the Operations team, ministry team and key volunteers, this role oversees the practical day to day running of the premises, Sunday gatherings, and midweek activities. From maintaining safe and welcoming facilities to planning the complex logistics of a Sunday and supporting with equipment, the post holder enables ministry to flourish.

## ROLE OF THE OPERATIONS TEAM

The role of the Operations Team is to enable the effective operation of the ministries of the Church in its overall mission of making disciples of Jesus Christ in Nottingham, all nations and the next generation.

## REPORTING RELATIONSHIPS

All staff are accountable to the Elders of the Church regarding conduct and service. The Elders collectively provide support for fruitfulness in service and guidance on strategic direction of the Church's operations.

This role reports directly to the Senior Operations Manager.

# ACCOUNTABILITIES

## Facilities

- Overseeing and implementing the programme of regular maintenance required to keep the building at Castle Boulevard operational, including the scheduling of regular repairs and servicing of equipment
- Project managing building improvements where these are needed
- Ensuring the church is compliant with all Health and Safety legislation, fire regulations and safeguarding as related to the premises, including developing these policies where needed
- Develop and maintain inventories of furniture, equipment and supplies
- Work with the Director of Operations to maintain an asset register
- Build strong relationships with suppliers and contractors
- Overseeing utilities contracts
- Work with the Director of Operations on budget forecasting for costs associated with building use, maintenance and new projects
- Providing oversight and guidance to the maintenance team

## Sunday and Building Use Logistics

- Oversight of the keyholders and keyholding system
- Providing leadership and oversight of several of our Sunday teams, helping to provide training and changes to process where this is needed.
- Proactively evaluating Sunday processes
- Planning the logistics of a Sunday informed by predicted numbers and the ministry activity ensuring all staff and volunteer teams are informed and equipped
- Being a clear point of contact for those serving on a Sunday
- Overseeing the logistics of the set up needs for the different ministries that use Cornerstone throughout the week

## Equipment

- Ensure staff have the necessary equipment needed to fulfil their roles. E.g. Computers, photocopier/scanner/printer, Telephones, Internet, Building network & Wifi.
- Responding to enquiries from staff team and members about their equipment where required.

## Other

- Participating in the devotional life of the staff team
- At times playing an active role alongside all staff in helping at events

## DECISION MAKING

### **The post holder can decide the following:**

- Spending related to facilities within pre-set budget parameters
- Spending related to equipment within pre-set budget parameters
- Hiring of contractors and utilities providers related to the building within budget parameters
- Changes to processes needed to ensure the logistics of all aspects of church life run smoothly, including implementing new processes where needed
- Matters related to the leadership of key logistics teams that operate on a Sunday or mid-week
- Independent decision making on the logistics of a Sunday including where a reactive response is needed during a service
- Implementation of new health and safety related policies

### **The following decisions are referred for approval:**

- Spending or contracting to an amount over budget parameters
- Content of new health and safety related policies

## KEY CONTACTS

- Staff meetings (weekly)
- Operations team (working alongside and in weekly meetings)
- Senior Operations Manager (line management)
- Director of Operations (working closely with)
- External relationships with key contractors
- Working closely with our various serving teams

## HEALTH & SAFETY

- Take reasonable care to ensure your own and others' health and safety – including those who may be affected by the day-to-day delivery of this role – by taking personal responsibility for working to Cornerstone Church health and safety standards and to participate in training activities necessary to their post.
- Disclosure Barring Service (DBS) – A satisfactory DBS check will be required for the postholder prior to commencing these duties.

## SALARY AND BENEFITS

**Hours of duty:** 4-5 days a week, including Sundays. You may be required to do some evening and weekend work in addition to normal church involvement.

**Place of Work:** Cornerstone Church Office

**Holiday entitlement:** 25 days per year plus statutory bank and public holidays

**Salary:** £31,781 - £34,702 (pro-rata) depending upon experience. Salaries are subject to annual review.

**Pension:** You are entitled to employer's pension contributions based on 8% of qualifying salary and you will be informed of Cornerstone's auto-enrolment pension arrangements.

**Length of contract:** This is a permanent appointment, the first three months of which will be a probationary period.

# ABOUT THE CANDIDATE

## ESSENTIAL

## DESIRABLE

### Skills

Ability to problem solve

Proficient in the Microsoft Suite

Able to lead teams of volunteers

Strong written and verbal communication skills

Strong attention to detail

The ability to think creatively about processes

### Knowledge

Health & safety legislation

Knowledge of cyber security principles and systems

### Experience

Experience co-ordinating or leading teams of volunteers

Experience of project management

Experience working with external contractors and suppliers

Experience of working within a budget

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## Behavioural Competencies

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Relational warmth with the ability to build relationships with volunteers and contractors

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The ability to react calmly under pressure and to unforeseen circumstances

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Compassionate - The post-holder is expected to maintain high standards of care for people they engage with in the course of their work

## SPIRITUAL CHARACTER & CONVICTIONS

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- The post-holder is expected to maintain high standards of care and compassion for people they engage with in the course of their work.
- To work as a team with authority and grace, modelling servant leadership.
- Agreement with the Cornerstone Church Confession of Faith (see pages 4 & 5).
- Agreement with the FIEC Ethos Statement regarding Same-Sex Marriage (<https://fiec.org.uk/who-we-are/beliefs/same-sex-marriage>).

# HOW TO APPLY

## COMPLETE AN APPLICATION FORM

Please email **recruitment@cornerstonechurch.org.uk** to request an application form.

The deadline for applications is **Friday 13th February 2026**.

## TERMS & CONDITIONS

Please read our privacy notice for details of how we use your information. This post is subject to an Occupational Requirement that the post holder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Act 2010.

