



Diocese of Plymouth

VACANCY – Facilities Assistants

Role: Facilities Assistants – St. Boniface House & Curial Properties - 2 posts

Reporting to: The Head of Property Services

Location: St Boniface House Ashburton, TQ13 7JL

Hours: 21 hours per week (which can be split over 3, 4 or 5 days) usually starting at 8.00am

Salary: £11.39 per hour (Actual Salary £12,438.00 per annum) FTE for 35 hours would be £20,730.00

The Diocese of Plymouth has its administration office at St. Boniface House near Ashburton. The offices are housed in beautifully renovated farm buildings, one of which is thatched, it has its own gardens, orchard and car parking. These offices are the base of the Curia of the Diocese of Plymouth. In addition, the Curia supports a number of other properties around the Diocese which serve as accommodation or offices for parishes.

As part of the Property Department, the Facilities Assistants will be responsible for the day to day running and maintenance of both the buildings and grounds at St. Boniface House and also other Curial properties around the Diocese. The roles require a proactive and reactive approach to general routine repairs, good customer skills to support clergy and employees and a pride in the properties and their purpose.

Copies of the job descriptions and application form are obtainable from the HR Department by emailing recruitment@prcdtr.org.uk or calling 01364 645383. Applications are by application form and covering letter. The last date for applications is Monday 18 October 2021 and interviews will be held on Thursday 4 November 2021 at St Boniface House.

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