



BELFAST BIBLE COLLEGE

INFORMATION PACK

Housekeeper

CLOSING DATE:

Completed application and monitoring forms must be submitted no later than 3rd December 2021 at 12 noon.

WELCOME TO APPLICANTS

Thank you for your interest in working with Belfast Bible College.

ABOUT US

Vision & Ethos

Belfast Bible College is an evangelical interdenominational College, seeking to serve the Church both at home and overseas. We are committed to providing theological education which equips 21st century disciples for living out their faith in today's world. We are passionate about providing education which combines academic rigour, practical outworking and committed discipleship. We aim to help our students develop as creative and reflective thinkers and practitioners who are enthusiastic about life-long learning and personal development.

The College community of staff and students meet together regularly during the teaching semesters both in small groups and altogether for worship, prayer and fellowship. Integral to the student experience are opportunities for service and ministry within and beyond the college campus. Students undertake diverse practical training placements on a weekly basis and serve for more intensive blocks of time in various contexts and locations from here in Northern Ireland to the farthest corners of the earth. These placements provide opportunities to put into practice what they are learning in their course and to enhance that learning by experience and reflection on that experience.

The College currently offers a wide range of programmes from short courses to Postgraduate Programmes. The majority of our full-time students, around 100, are enrolled on our Undergraduate Programme which is validated by the University of Cumbria. This programme captures the distinctive ethos of BBC with its emphasis on combining study, devotion and practice achieved through the structure of the degree, the modules offered each year and the commitment of those involved in lecturing on the programme to the overall aims of the college.

In 2020 we launched the Transformation Project with courses, events and conferences to resource the wider church. We hope it will allow us to develop new and flexible options for people to increase their knowledge of the Bible and deepen their relationship with God.

We also have the Pastoral Care Course and Women's Study Fellowship which run during term-time. Both programmes have a long history of providing a welcoming and stimulating learning environment for people of all ages and from all denominational backgrounds.

Postgraduate studies are also available at Belfast Bible College and includes a Graduate Diploma and MA Theology degree. Our graduate diploma course is delivered in partnership with the University of Cumbria. The teaching is designed and delivered by the Bible College lecturers while the course is validated by the University of Cumbria to ensure it is of an appropriate standard.

The MA course has been officially validated since February 2018 by our university partner, the University of Cumbria. We have had a very successful working relationship with them on our undergraduate programmes and we are now working with them on this new Masters. The entire course is developed by the teaching staff of Belfast Bible College in consultation with a wide variety of Church, Mission & Ministry leaders. It is specifically designed to have high academic standards but also be very relevant to the developing needs of the Church in the UK, Ireland and Europe.

Belfast Bible College is a Christian organisation and we seek to reflect our Christian Ethos in the way that we value our employees.

We look forward to receiving your application.

JOB DESCRIPTION

JOB TITLE: Housekeeper

REPORTING TO: Operations Team Leader

JOB LOCATION: Belfast Bible College, Glenburn House, Glenburn Rd South, Dunmurry, Belfast, BT17 9JP. Northern Ireland

DATE DESCRIBED: August 2021

OVERALL PURPOSE OF THE ROLE:

The post involves cleaning and housekeeping duties across 6 main buildings, all within walking distance of each other. You may be required to open and/or close buildings as required.

You will be a hard-working individual who will be responsible for ensuring indoor areas of the Campus, particularly public areas are clean and tidy. The successful applicant will have a hard-working attitude, keen eye for detail, and the ability to work well with only minimal supervision. If you think you have what we are looking for please get in touch!

Main duties will include, but are not limited to:

- Cleaning, tidying and servicing all indoor areas of the Campus as directed by your Supervisor.
- Completing routine housekeeping, cleaning and tidying tasks such as making beds, changing linens, vacuuming, sweeping and mopping floors, dusting and polishing furniture and fixtures etc.
- Use of cleaning equipment and other cleaning and hygiene products.
- Adhering to all safety and personal protective equipment, practices, and procedures.
- Working within the guidelines of Health, Safety, Fire, and Hygiene procedures to ensure all staff, students and guests are safe at all times.
- Maintaining clear, efficient communication with the Facilities team to ensure rooms and public areas are serviced in a timely fashion and ready for users.
- To carry out any other reasonable duties falling within your capabilities, depending on the needs of the facilities team.

Applicant Criteria:

Essential

- At least one year's previous professional housekeeping or cleaning experience.
- Must have excellent attention to detail.
- Work well under pressure and be an excellent team player.
- Ability to work well with only minimal supervision.
- A 'make it happen' positive, energetic attitude to your day-to-day work.
- Enthusiasm to hit the highest standards.
- A practical approach to issues and challenges.
- You'll know how to transform the aesthetics of a space and will enjoy the process of cleaning and decluttering.
- Good customer service skills with a helpful attitude towards guests & visitors.
- A willingness to embrace the overall purpose, ethos and values of the College and to participate in aspects of community life in a context where Christian prayer & other faith expressions are central to the workplace culture & practise.

GUIDANCE FOR APPLICANTS

We are committed to recruiting the best people to fill our vacancies in a fair and equitable way. An application form helps us to compare individuals on a like for like basis and for that reason we do not accept a CV and will not be able to process applications that are not completed fully.

Belfast Bible College is an equal opportunities employer and all appointments are made on merit. Short listing is carried out by assessing the information you provide in your application form against the requirements of the role as detailed in the Job Description & Person Specification. We reserve the right to enhance the criteria to aid shortlisting and, in the event, that we receive large numbers of applications only those that are shortlisted will be contacted.

Please be aware that by applying for this post you are consenting to Belfast Bible College processing the information you have provided for the purposes of recruitment and selection for this role. Further details are available in our Job Applicants Privacy Policy available on request from our HR department, please contact jdunlop@belfastbiblecollege.ac.uk

If you are not successful in your application, please do not be discouraged from re-applying; your skills and experiences may be what we need for our next vacancy. In addition we have a wide range of volunteering opportunities across various projects within the organisation.

RETURNING YOUR APPLICATION:

You can apply online via www.belfastbiblecollege.com/jobs2021

The deadline to submit your online application is 3rd December 2021.

If you fail to submit a fully completed application on time, your application will not be processed. There are no exceptions.

CONTACTING APPLICANTS:

Belfast Bible College will be using email correspondence wherever possible to contact applicants. Where provided, we will always use email as our first choice of communication. Please remember, if you have placed an email on your application form, all correspondence will be sent by email.

You will receive an email acknowledging receipt of your application which you can expect to receive within one working day of submission - please contact us (before the closing date) if you haven't received an acknowledgement to ensure your application has been submitted successfully. Please also check your emails regularly.

INTERVIEW PROCESS

Please be advised we plan to run interviews for this position on 10th December 2021.

Please detail on your application form any holiday dates and outline other commitments which may restrict your availability to attend interview and we will try to accommodate you.

If shortlisted, we will contact you to let you know what the interview process will entail.

QUALIFICATIONS/EXAMINATION CERTIFICATES:

Unless otherwise requested, candidates are not required to bring proof of stated professional and/or academic qualifications to interview - you will however be required to produce these as a condition of any offer of employment.

MAIN TERMS & CONDITIONS

Job Reference Number: HK11/2021

Job Title: Housekeeper

Contract Type: Permanent

Preferred Start Date: Immediate

Working Hours & Pattern: 20 hours per week Monday-Friday. Ideal start time 6.30am but negotiable. You may be required to work additional hours (which may include evenings and weekends) in excess of your normal hours of work as are reasonably necessary for the College requirements. Ordinarily you will not receive payment for additional hours worked but will receive compensatory time off in lieu.

Rate of Pay: You will be paid in accordance with the National Minimum/Living Wage Rate.

Closing Date: 03/12/21 at 12noon