

Circuit Manse Steward – Role Description

- Meet with the Circuit property team (or Circuit Stewards) twice a year to review Reactive Works, discuss Quinquennial Reports, and prioritise/schedule improvement works
- Oversee the routine maintenance, compliance with statutory requirements, and respond to urgent manse related requests (Reactive Works) from the current occupiers of one of the Circuit manses. Consider longer term works.
- Cover for other manse property stewards, as requested by prior arrangement when they are on holiday
- With other Manse Stewards and Circuit stewards, prepare a report for the Circuit Leadership Team

Statutory Requirements:

- Annual gas safety checks/ certificates
- Smoke/ CO detectors annual check and replace prior to expiry date 8 -10 year life span
- 5 yearly Electrical Inspection Condition Report (EICR)- building wiring check.
- Energy Performance Certificate (EPC) - check in date renewal every 10 years.

ReactiveWorks

- Respond to fault reports/ concerns/ requests raised.
- Review Quinquennial Inspection report and implement schedule of work to address highlighted items.
- Respond to any issue raised from District manse inspections.
- With Circuit Stewards, manage manse changeovers, including preparing the manse and removals for incoming ministers. This may include implementing any or some of the improvement works identified below.

Proactive/ Improvement Works

- Look at longer term improvements required e.g. Bathroom or Kitchen upgrades; accessibility improvements and, when appropriate, with Circuit Stewards make recommendations to the Circuit Leadership Team.
- Look at environmental and energy efficiency improvements in line with connexional guidelines and, when appropriate, with Circuit Stewards make recommendations to the Circuit Leadership Team