

ALL SOULS

Our Vision - 'All for Jesus'

Buildings and Property Assistant

Permanent position. Part time: 28 hours per week over 4 days. Occasional evenings and weekends. Office based.

We are looking for a Buildings and Property Assistant to join our staff team in our vibrant and diverse church in the heart of the West End. Under the supervision of the Buildings and Property Manager, the postholder will, for our 3 parish churches and All Souls Clubhouse:

- Be responsible for all day-to-day operations and the provision of hard and soft services
- Ensure compliance with all aspects of the Health and Safety Policy
- Commission and employ external contractors
- Arrange and manage all service and repairs
- Assist if necessary with the responsibilities of other Building Team members

If you are interested in applying, please visit our website www.allsouls.org/vacancies to see the job description and where you will find application instructions. Salary £21,356.37 (FTE £26,695.46) inclusive of London Allowance.

Please send applications to recruitment@allsouls.org (or by mail to; Recruitment, All Souls Church, 2 All Souls Place, London, W1B 3DA) and include:

- A CV
 - A completed application form
 - A letter explaining why the role is of interest to you
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- ❖ Application closure: 5pm 13th December
 - ❖ Interviews: From 20th December
 - ❖ Start date: As soon as possible thereafter

There is an occupational requirement that the job-holder is a Christian under Part 1 of Schedule 9 to the Equality Act 2010.

We are aware that those from ethnic minority groups (BAME) are currently under-represented on our staff team so we particularly encourage applications from these groups. Appointment will of course be based on merit alone.