

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 help us look after the All Souls Clubhouse building and our 3 churches, two of which are Grade 1 Listed buildings. This is a unique opportunity for involvement in the preservation of historic buildings with outstanding architecture.

Under the supervision of the Buildings and Property Manager, the postholder will:

- 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 £22,857 (FTE £28,571) 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 3rd February
 - ❖ Interviews: From 7th February
 - ❖ 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.