

CHURCH PREMISES MANAGER

£16,000 £20,000 Pro Rata (£8.79 ~ £11.00 hr depending on experience)

(Working 56hrs over each month)

Required for St Clement's, Leigh-on-Sea, situated at the heart of the community it serves. The main purpose is to be responsible for undertaking/organising planned and reactive maintenance of the church building and church yard, in compliance with relevant legislation. You will be the main point of contact in matters relating to maintenance and repairs coordinating volunteers and contractors as required.

Previous experience in a similar role (not necessarily in a church) is essential i.e. Facilities, Caretaking or Site Management.

If you are a warm and friendly person with a high level of organisational and interpersonal skills, please write for a Job Description to Ian McLernon at mac@mac-jude.uk and send him your CV, with a covering e-mail, by **4th October 2017** to apply for this post.