

**Job Vacancy : Facilities Assistant**  
**Kingston United Reformed Church**  
**Part time**  
**Rate: £10.55 per hour**



Reporting to the Centre Manager of the Richard Mayo Centre, the *Facilities Assistant* will assist the Centre Manager in duties including office administration, room set-ups for daily events, and the day-to-day running and efficient upkeep of KURC's premises.

The job involves flexible hours. An average of 18 - 21 hours per week. Applicants must be available to work full-day on Wednesdays and Saturdays with flexibility for some evening work.

They should have the physical capability to manage room set-ups in a quick yet accurate manner and help manage the day-to-day operations of a building, handling repairs themselves or retaining a contractor to do the work.

The job holder will need to build a close working relationship, internally with the Centre Manager and other staff and externally with clients and visitors to the centre. The Facilities Assistant will deputize for the Centre Manager in his/her absence.

CV's to be emailed to: [premises@urckington.org.uk](mailto:premises@urckington.org.uk)

Closing date: 31<sup>st</sup> July 2019