

Part-time Technical Operations Manager for Kingston United Reformed Church (KURC) located in Kingston town centre

20 hours a week maximum, including one Saturday a month.

Pay will be commensurate with experience in the range of £15 to £25 per hour (as annual salary).

Responsible to the Trustees of Kingston United Reformed Church, charity number 1131880. Line managed by chair of the Management Committee

The large building has a mix of worship spaces, halls, and offices.

Candidate to work with the Centre Manager to create a suitable environment for the ethos and needs of KURC and its community engagement and enhancing the reputation of the church.

Specifically, to manage the technical operations of the building, to create and manage an annual budget and provide regular reports. To oversee technical aspects of compliance and technical risks.

Generally to assist in the day to day running of the building including room set ups and set downs.

Must be qualified to manage technical aspects of buildings, be computer literate, have a good command of English, have good interpersonal skills and be able to undertake work of a physical nature.

Interested candidates should email their Curriculum Vitae premises@urckington.org.uk before 5pm on Wednesday 31st August. Interviews will take place 15th and 16th September