



Site Managers for All Saints Crowborough

The Parish of All Saints and St Richard's Crowborough, is looking for two part-time site managers, 20 hours per week each, to oversee and co-ordinate, the use, security and maintenance of its main church and hall complexes also to take on the verger role at our services.

These roles will involve considerable flexibility and responsibility. They will be suitable for someone with previous property management and maintenance experience. The candidate will need to have practical hands-on skills for looking after the church and its fabric. Leadership and organisational skills will also be needed. They will need to be computer literate, with the ability to use email, excel spreadsheets and word.

The ability to relate well to people and welcome them is a key skill. There is a genuine occupational requirement for the post holder to be a practising Christian who can affirm our statement of faith and who is already a member or will become a member of the All Saints Church family.

The role will require a criminal conviction check and may subject to changes in legislation, advice or policies require an enhanced criminal record check.

Salary: £10,400 per annum
Pension: Contributory pension scheme from completion of probationary period.
Holiday: Equivalent to 5.6 weeks per year including bank holidays

Deadline for applications: Noon Friday 18 January 2019
Interview date: Monday 28 January 2019
Start Date: Monday 1 April 2018

Please return completed applications to:

Adrian Bailey - Director of Ministry
All Saints Church, Church Road, Crowborough TN6 1ED
01892 652 081 ext 1007
adrian@allsaintscrowborough.org
www.allsaintscrowborough.org

Please also contact Adrian if you would like an informal tour of the premises.