

**Kenton Methodist Church**

*Part Time*

**Property Officer**

*Some of the main duties will involve:*

- To ensure property, building and equipment is maintained in a safe and clean condition, available for use when needed
- To carry out weekly checks / inspection of the the premises and to report and action accordingly
- To work with the treasurer to coordinate proposals, bids and contracts for maintenance and repair of property, buildings and equipment
- To coordinate maintenance and repairs; to be available when work is conducted by contracted vendors or volunteers on property, buildings and equipment.
- To respond adequately and in a timely manner to all related property issues raise by all hirers/users of the premises
- To be the main contact person for property and maintenance (telephone, email and in person)
- To support the Church Administrator with all aspects of lettings, etc.
- Any other duties identified by the line manager (minister) that are within your capabilities and level of responsibility relating to property and property administration.

**Applicants are sought with experience of coordinating projects, computer literacy and sympathy with the aims of the Church.**

**The post is for 15 hours a week**

(Office Based, Flexible Working)

**3 Year Fixed Term Contract**

With the possibility of renewal

**Salary is £15.60 per hour**

For an application pack or for more information please contact:

Revd Audrey D Browne

e-mail: [padbrowne89@gmail.com](mailto:padbrowne89@gmail.com)

**Closing date for applications: mid-night on Monday 02nd December 2024**