

PART TIME ADMINISTRATOR
LETTINGS, PROPERTY & FINANCE
RIVERCOURT METHODIST CHURCH, KING STREET, HAMMERSMITH.

12 hours per week, spread over 3 days.

Principal duties will include:

- Promote the use of the building in line with Methodist Policy
- Manage all lettings in terms of agreements, booking of space, invoicing and receiving payments.
- Operate competitive hire rates.
- Ensure Health and Safety and Safeguarding procedures are adhered to.
- Inspect, review building to ensure property clean, tidy and in good, clean and safe order. Report any non-compliance to Property Group/Trustees for guidance.
- Undertake Financial tasks as authorized by the Treasurer/Trustees; e.g payment of invoices, bank reconciliation etc.
- Ensure GDPR requirements are adhered to with regard to Lettings and all administrative tasks in line with Methodist Church Policy
- Develop and manage Leases, Contracts, Agreements and Servicing Contracts. Organise maintenance work according to Schedule of Works.
- Organise urgent repairs to ensure Health & Safety requirements are met and the Church can operate effectively. Report any damage and/or emergency to the Property group and Minister and/or Trustees immediately.
- Ensure Church has adequate stationary, cleaning and equipment supplies Arrange recycling of materials as appropriate.
- Research best suppliers for goods and services and make recommendations to Property Group and Trustees
- Manage Cleaner/Caretaker in accordance with job description.
- General administrative duties as required.
- Liaise with PT Administrator – Worship, Congregation and Community Support as required.

Starting Pay will be £14.00 per hr.; possibly more, dependent upon skills & experience.

The duties of the role are such that flexibility around days and hours will be required. Applicants will be expected to have empathy with the aims and values of the Christian Faith and be willing to work within the policies of the Methodist Church.

Download all details from website: www.rivercourt.org.uk or Email for an application pack to rivercourt.ministry@outlook.com

Closing date for applications: 30th September 2024