



Post of Premises and Events Manager at St Margaret's Lee

We are looking for the right person to fulfill this exciting role managing and developing the premises at St Margaret's Church, which include our grade 2* listed parish church, crypt, halls, car parks, churchyards and lodge, and overseeing the activities and events that take place on site.

The successful applicant will take responsibility for the day-to-day upkeep, health and safety and administration of the church premises and also take a strategic lead in formulating and managing projects to develop them further. They will also be responsible for developing relationships within the local community to maximize the benefit our premises provide for the community as whole, as well as the revenue that can be generated from their use for the ongoing mission of the church.

The post-holder will be initially based in the St Margaret's Visitors' Centre on Brandram Road, though there are plans for the office to move to the crypt of St Margaret's Church.

The post-holder will be responsible to the Rector on a day-to-day basis, accountable to the PCC as their employer and will work closely with the part-time Parish Administrator.

The role is for 40 hours a week, ideally spread over 5 days. There will be the requirement for evening and weekend working, especially if there are events on at St Margaret's.

This post will be subject to an enhanced DBS check.

The annual salary will be £40,000 for 40 hours per week, with generous defined contribution pension. This will be for a 3-year fixed-term contract with the possibility of extending the contract beyond 3 years.

There will be initial 6-month probationary period followed by an annual appraisal.

For a further information please contact either:

Amie Dotchin (Parish Administrator). Tel. 020 8318 9643. Email: stmargaretslee@btinternet.com

Rev Timothy Goode. Tel. 020 8318 5438. Email: rector@stmargaretslee.org.uk

or visit the parish website www.stmargaretslee.org.uk

Closing date for applications: **Sunday 2nd June 2019.**

Interview date: **Monday 10th June 2019.**

Start date: As soon as possible.