**Church Lettings & Buildings Administrator Required**

**Union chapel (Fallowfield) is looking for a part time Lettings & Building Administrator.**

Union Chapel is a small Baptist church in south Manchester, close to the intersection of Wilbraham Road and Wilmslow Road. There are two buildings, the Chapel which includes a number of meeting rooms and a large hall. Before Covid, most of these rooms were let out, for most of the day and evening to a large number of individual groups. Bookings and administration were done by volunteers from the congregation. However, the congregation is smaller in number and getting older and there is a limit to what can be undertaken, hence the need for a paid worker. This is a fixed term contract.

Good communication skills, an interest in working with groups of diverse people, and good administrative and IT skills are required.

This is a part time post of 17.5 hours per week at £13.74 per hour for a trial period.

**Job Requirements**

* Commitment to honesty and integrity
* Good communication with the ablility to work independently and establish good relationships with diverse groups.
* Good organisational skills with a working knowledge of Microsoft Office, and basic accounting skills
* Eligibility to work in UK and a good working knowledge of English

**Information and Application**

Further information and details of application can be obtained from unionchapelhiring@gmail.com.

Closing date for applications May 15,2023