



CHANDLERS FORD Methodist Church
Winchester Road, Chandlers Ford Hampshire SO53 2GJ

Appointment of Property Manager/Maintenance Officer

Part-time: 15 hours per week, working pattern subject to negotiation
£12 - £14 per hour depending on experience

**An interesting and varied role, maintaining and improving
the premises widely used by the Church and community**

- Day to day property management, repairs, and decoration
- Work with Centre Manager and Caretaker to prepare rooms for internal and external users, including equipment needs
- Achieve best value in procurement of goods and services
- Cover for Caretaker when needed
- Be responsible for monitoring the church's heating system and energy use, developing a good working knowledge of the system and its controls
- Comply with Methodist Church policy and practice on property matters, including lone working

For an initial informal chat or if you want to know more, please contact the Church Centre Manager at katrina@cfmethodist.church
023 8026 0128

Application deadline: 6 December 2023
Interviews in week beginning 11 December 2023

An **Enhanced DBS check** will be required for the appointee with attendance at the Foundation module of the Creating Safer Space course

See the full role description and terms and conditions,
person specification and information about the church at
<https://cfmethodist.church/recruitment>