

**22 September 2017**

Dear Enquirer

## Synod Property Officer

Thank you for seeking further information about the above vacancy.

We are looking for an individual with a passion for helping churches fulfil their mission through their properties. A professional with proven experience in property management with ability to work within a team, including with volunteers.

The Application Pack comprises:

1. Covering letter
2. The advertisement
3. About the United Reformed Church
4. Synod Profile
5. Job Description
6. Person Specifications
7. Application Process
8. Application Form
9. Eligibility to work
10. Equal Opportunities Form

The above information is also available on the Southern Synod Website: [www.southernsynodurc.org.uk](http://www.southernsynodurc.org.uk)

If you have any queries please contact Miss Lauren Kane, my PA and Office Administrator at the Synod Office.  
Email: [office@urcsouthern.org.uk](mailto:office@urcsouthern.org.uk) Telephone: 020 8688 3730.

**Closing date for applications: 12 noon, Tuesday 31 October 2017.**

**Interviews will be held on Thursday 30 November 2017.**

Yours sincerely



Revd Derrick Sena Dzandu-Hedidor  
Synod Clerk