

ADVERTISEMENT

**Southern Synod of the United Reformed Church seeks to appoint a
Synod Property Officer.**

Based in Croydon working across South London, Surrey, Kent and Sussex.

Salary: £35,000 - £45,000 depending on experience and qualifications.

Full-time post of 37.5 hours per week.

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 post involves being responsible for the general management of all property matters on behalf of the Synod Trust including:

- The support and oversight of ongoing repairs, maintenance, minor works and refurbishments to local churches. Much of this work is managed by the local church.
- Major Redevelopment of existing sites, possibly with third party involvement.
- Acquisitions and disposal of church property including Manses.
- Day to day support and advice to churches for legal, statutory, and regulatory including Listed Buildings.
- Contract negotiations.

A willingness to work within the Christian ethos of the United Reformed Church is essential.

The post holder will be based in the Synod Office in East Croydon. Regular travel will be expected including site visits to churches, manses and sites within the Synod as required.

If you are interested in working for us and can meet the above requirements, please contact Lauren Kane, the Synod Clerk's PA and Office Administrator at the Synod Office for an application pack.

Email: office@urcsouthern.org.uk

Telephone: 020 8688 3730.

Full information is also available from the Southern Synod Website: www.southernsynodurc.org.uk

This post requires an enhanced DBS certificate from the Disclosure and Barring Service.

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

Interview date: Thursday 30 November 2017.