

**30 October 2018**

Dear Enquirer

## **Synod Property Administrator**

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 surveyor or a person with general knowledge of 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 Specification
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.southernynodurc.org.uk](http://www.southernynodurc.org.uk)

If you have any queries please contact Miss Lauren Kane, my PA at the Synod Office.

Email: [office@urcsouthern.org.uk](mailto:office@urcsouthern.org.uk) Telephone: 020 8688 3730.

**Closing date for applications: 12 noon, Friday 30 November 2018.**

**Interviews will be held on Tuesday 11 December 2018.**

Yours sincerely



Revd Derrick Sena Dzandu-Hedidor  
**Synod Clerk**

Synod Moderator  
Synod Clerk  
Synod Treasurer

The Revd Nicola Furley-Smith  
The Revd Derrick Dzandu-Hedidor  
Mr John Denison

020 8688 3730  
020 8688 3730  
01737 554 260

moderator@urcsouthern.org.uk  
synodclerk@urcsouthern.org.uk  
treasurer@urcsouthern.org.uk