



**JOB VACANCY**  
**OFFICE AND LETTING ADMINISTRATION AT THE SWISS CHURCH IN LONDON**

We are looking for someone with experience in letting and office administration to be in charge of managing general church administrative tasks, and handling venue lettings and premises maintenance for the church.

This post has been developed to combine the role of general administration and communication with the role of handling the church lettings. The new post will take on some of the tasks previously undertaken by other team members who will be available to phase in and help the Office and Letting Administrator grow into their role.

**We are looking for someone who:**

- Will co-ordinate church administration and communication
- Will manage the church office as an effective communications hub for church life through the week, handle the day-to-day lettings, invoicing and church diary.
- Who is an excellent organizer, team player, people person and someone who shares our commitment to serve the community. It would be beneficial, but not essential to have worked in a similar charity i.e. church, community outreach program or cultural institution. This is a position to grow into and there will be training and monitoring provided. It is nevertheless important that you have experience of working in venue lettings on some level. Other essential skills:
- You must be self-motivated and flexible
- You must be organized with a good attention to detail
- You must be able to work well under pressure, independently and within a small team
- You must be good at multi-tasking

**Working hours/Salary:** The position will be part time (28 hours/week) – remunerated pro rata of £20-25k per annum (depending on experience). There are opportunities to increase the workhours through attendance during hiring events if wished for.

**Start:** as soon as possible

**Application deadline:** Friday, 15th February 2019 Please send your CV, motivation letter and two references to Rev Maurer: [carla.maurer@swisschurchlondon.org.uk](mailto:carla.maurer@swisschurchlondon.org.uk)

**Contact:** Rev Carla Maurer ([carla.maurer@swisschurchlondon.org.uk](mailto:carla.maurer@swisschurchlondon.org.uk), 07968 530380), Venue Manager  
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