



Building and Facilities Manager

London

from September 2024

Permanent, Full time, 35 hours per week
Salary: Circa £50,000

Can you bring your extensive Facilities and Management experience to a new collaboration, working with our partner the Methodist Church, across two sites?

The United Reformed Church main office based at Church House and Methodist Church House are within 5 minutes walking distance of each other and easily accessible from major rail lines and tube stations. In this new role you will oversee all areas of building operations with responsibility for health and safety compliance, risk assessments, managing physical assets, enhancing building appearance, cleanliness, security, and overseeing contractors.

You are educated to degree level in a relevant field and IOSH or NEBOSH qualified. You have experience of buildings and health and safety management, managing facilities and contracts, and people management. You are highly customer focused with excellent interpersonal and communication skills. The ability to negotiate, make decisions and work collaboratively is essential. Knowledge of project management principles and experience of providing hospitality services would be a distinct advantage.

We can offer you a flexible and friendly working environment and a generous pension scheme.

If you are interested in working for us and can meet the above requirements, please send your application form to:
Human Resources, the United Reformed Church, 86 Tavistock Place, London WC1H 9RT
020 7691 9871 recruitment@urc.org.uk www.urc.org.uk/jobs

Closing date: 12 noon, Monday 10 June 2024 Interviews: Friday 28 June 2024