

## **Job Vacancy : Operations Assistant**

**Kingston United Reformed Church**

**Part time**

**Rate: £10.55 per hour**



Reporting to the Centre Manager of the Richard Mayo Centre, the *Operations Assistant* will assist the Centre Manager in duties including office administration, room set-ups for daily events, and the day-to-day running and efficient upkeep of KURC's premises.

The job involves flexible hours. An average of 23 - 27 hours per week. Applicants must be available to work full-day on Wednesdays and Saturdays with flexibility for Mondays. Some evening work may be required.

The job holder will need to build a close working relationship, internally, with the Centre Manager and other staff and externally with clients and visitors to the centre. The Operations Assistant will deputise for the Centre Manager in his/her absence.

CVs to be emailed to: [premises@urckington.org.uk](mailto:premises@urckington.org.uk)

Closing date: 22 April 2019