

THE WELL

BUILDINGS MANAGER (Voluntary Post)

DESCRIPTION:

We are looking for a candidate who is passionate about how a well-managed and ordered building gives value to all those using it. Someone who can organise hirers, contractors, and resources to keep the Well Building running smoothly. An ability to work flexibly in team and communicate clearly and effectively will be required.

TIME COMMITMENT:

Up to 4 hours per week.

RESPONSIBILITIES:

- Manage regular long-term letting in The Well building and at 70 Camberwell Church Street and one off hiring of any other rooms at The Well.
- Manage key holders of The Well.
- Manage the ordering of resources and supplies relevant to the upkeep and cleaning of the building.
- Manage the cleaning staff.
- Ensure the regular maintenance and security of the building, functioning pro-actively and responding to whatever issues may arise as and when required.

DESIRED EXPERIENCE:

Previous experience managing properties or events.

To apply, send your inquiry email to admin@thewellcc.org.uk for follow up