



Facilities Co-ordinator

14 hours per week £12.00 per hour, core hours to be agreed on appointment

We require an experienced premises and facilities co-ordinator. The successful candidate will be responsible for delivering efficient and effective cleaning; day to day repairs; and planned maintenance of the Telegraph Hill Centre. They will ensure that the premises and grounds of the Centre are safe, secure and clean at all times for visitors, Centre hirers, volunteers and staff making it a pleasant place to work, and visit.

We welcome applications from qualified, hardworking, proactive individuals who have high standards and take pride in their work.

You need to be good humoured, friendly, adaptable, reliable and able to work with Centre users young & old, volunteers, staff and visitors.

Closing Date: mid-night on Sunday 24 April 2016

Interview Date: Thursday 28 April 2016

Application form, job description and personal specification are available in person from the Centre, by email telegraphhill@toucansurf.com, and by phone (020 7639 0214).

The Telegraph Hill Centre is committed to providing an environment free from discrimination and considers itself an equal opportunities employer.

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