

# Jericho Road Project Manager – Maternity Cover

Temporary maternity cover contract

## Overview of the role

We have a temporary opportunity to provide maternity cover for the Jericho Road Project Manager at King's Church London.

## What does the role involve?

The responsibilities of this role include (but are not limited to):

- Being the prime administrative person on the Jericho Road Project team.
- Being a key link with the project residents both in terms of rent payments, use of the accommodation and possible (but not essential) key working.
- Assisting with the running of the seasonal Big Red Box and Kings Christmas Trees projects.

## What are we looking for?

The ideal candidate will preferably have a desire to work in a church environment.

In addition, our ideal would be that the individual possesses the following:

- Strong administrative and organisational skills
- Good people skills
- Good communication skills
- A helpful, servant-hearted attitude towards everyone they come into contact with
- The ability to work as part of a team
- Be teachable and willing to learn
- A good working knowledge of the Microsoft Office suite of programs

On a more general level, we would love to see evidence that the person has a sense of call to serve the church and can demonstrate commitment and passion for building King's Church London, as this is core to our values and vision as a Church. We ask that everyone who joins us is able to sign up to our ethos statement and statement of beliefs. If you would like a copy of these, please contact Nigel Mumford in the King's Church offices.

## Working for King's Church London

Working for King's Church London is fast-paced, busy and fun. Our staff are vital to our effectiveness as a church and we believe in creating a strong team culture that is supportive and inclusive. We work hard and expect the same of our staff. In return we offer an engaging and challenging environment where staff can grow and develop.

King's Church is committed to building both a diverse church and staff team.

## How to apply

If you would like to discuss the role in more detail, please call Nigel Mumford in the King's Church offices on 020 3889 6819 or email [nigel.mumford@kingschurchlondon.org](mailto:nigel.mumford@kingschurchlondon.org).

Similarly, if you would like to apply, please email your CV and a covering letter to Nigel at the email address above.

The closing date for applications is Monday 23<sup>rd</sup> September 2019.

