



## **HADLEIGH UNITED REFORMED CHURCH (SUFFOLK)**

**Market Place, Hadleigh, Ipswich, IP7 5DL**

Minister: Rev'd David Rees | [revdrees@gmail.com](mailto:revdrees@gmail.com)

Secretary: Claire Coster | 01473 822850 | [secretary@hadleighurc.org.uk](mailto:secretary@hadleighurc.org.uk)

Treasurer: Tom Gordon | 07825 641154 | [treasurer@hadleighurc.org.uk](mailto:treasurer@hadleighurc.org.uk)



### **Hadleigh United Reformed Church**

**(owners of The Ansell Centre and church buildings)**

**is looking to appoint a**

### **PREMISES CO-ORDINATOR**

**Hours: Eight per week with up to six hours on site. Statutory paid holidays**

**Salary: National Living Wage plus £2 per hour (from April 2025 £14.21ph)**

This is a people and community facing role and the successful applicant will need to be friendly, computer literate and willing to be flexible. Experience of customer service and basic invoicing would be helpful.

An enhanced DBS check will be required and Safeguarding training will be given in line with the URC policy.

For the full job description, application form and further details, please email [secretary@hadleighurc.org.uk](mailto:secretary@hadleighurc.org.uk).

Applications close on 22<sup>nd</sup> April.

'Living out the love of God as revealed in Jesus Christ'