



# Repairs and Maintenance Coordinator London

**Fixed term contract for 12 months, 35 hours per week  
Salary: £36,102**

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**Are you eager to support a team to deliver an efficient customer focussed service?**

The Retired Ministers Housing Society (RMHS) exists to assist retired and retiring ministers to meet their housing needs during retirement, aiming to provide appropriate housing suitable for long-term occupation. We maintain around 300 properties tenanted by retired ministers, arranging inspections and repairs.

In this role you will be responsible for the daily coordination of repairs and maintenance activities. You will be the central point of contact for our elderly residents, liaising with surveyors to ensure our programme of works and cyclical compliance checks are followed through and carried out promptly.

You are educated to A level standard, or equivalent experience, have excellent administration and ITC skills and are highly organised. You also possess good communication skills and can problem solve, dealing with issues in a calm and sensitive manner. Experience of repairs and maintenance in a housing environment would be a distinct advantage.

We can offer you a flexible and friendly work environment in a small team; hybrid working from Church House in London and from home is possible.

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**If you are interested in working for us and can meet the above requirements, please contact us/see our website for an application form (noting that we do not accept CVs):**

**Human Resources, the United Reformed Church, 86 Tavistock Place, London WC1H 9RT  
020 7691 9871 [recruitment@urc.org.uk](mailto:recruitment@urc.org.uk) [www.unc.org.uk/vacancies](http://www.unc.org.uk/vacancies)**

**Closing date for applications: 12 noon, Friday 2 August 2024    Interview dates: Friday 16 August 2024**