

Brighton Quakers are recruiting for a

Building Manager (Interim), Brighton Friends' Meeting House

A hands-on operational leadership role combining business management, staff leadership, safeguarding and compliance, this is an interim post which will work closely with the Finance & Property Committee to stabilise operations, strengthen systems and ensure smooth running of Brighton Friends' Meeting House during a period of transition.

The ideal applicant will be a proactive and empathetic leader with experience managing community facilities or similar public-facing spaces. With excellent organisational, financial, and communication skills, they will have the ability to balance community priorities with commercial needs. They will have a solid understanding of health and safety compliance, staff supervision, and financial management, with experience of supervising the contractors required to maintain a 200-year-old Grade 2 listed building. A good understanding of and commitment to working according to Quaker testimonies is essential.

Salary: £36,842 - £42,275 per annum

Contract: 12-month fixed term contract, full-time (37 hours per week, flexible working arrangements with some evening and weekend work)

How to Apply:

If you think you may be the person we're looking for, please request the job application pack by emailing **brightonquakerhr@protonmail.com**.

If you have a question, or want to discuss this role informally, please contact Kristin on 07775 690859 or **sjovorr2@yahoo.co.uk**.

Closing date for receipt of CV's and covering letter is: noon on Thursday, 24 December

No agencies please.