



St Laurence Church & Centre, Catford  
37 Bromley Road, SE6 2TS

seek to appoint a

# Community Centre Manager

**Two month temporary vacancy; full time; £3250 pcm.**

St Laurence Centre is a vibrant community centre that has been at the heart of Catford life for 50 years. We have an estimated annual footfall of 40,000, and are used by a very diverse range of groups and local people.

Our much valued Manager is moving on, and we are looking for a temporary replacement to take over from her until we can appoint a permanent successor.

The Manager is responsible for the running of parish office, and for the management of the Centre and administrative services to the Church. Tasks include general administration, management of caretaking staff, liaising with long-term and short-term users of the hall, co-ordinating maintenance, invoicing & payroll, dealing with enquiries.

This is an exciting opportunity for someone of proven administrative ability who would enjoy the challenge of contributing to the growth and well-being of a diverse and lively community.

The post is available for immediate start.  
Deadline for applications: October 7th, 5pm

For full details, please email the Vicar, Fr Charles Pickstone, at [st.laurence@btconnect.com](mailto:st.laurence@btconnect.com)