

Conferences & Housekeeping Manager Job Vacancy

We are looking for a proactive, friendly and servant-hearted person to be our new Conferences and Housekeeping Manager. The successful applicant will take responsibility for delivering high standards of hospitality and service for all guests, students and residents, for promoting our conference facilities with potential and existing users and for the smooth and effective functioning of our Conferences and Housekeeping department.

The appropriate person for the role should have strong communication skills, be a good team player and have the ability to work in a changing environment, as well as having a vision to promote and develop Conferences as part of the mission of the College.

All Nations Christian College is an intercultural Bible and Mission College whose purpose is to cultivate biblically rooted, hope-filled and culturally relevant engagement with God's mission by training and equipping disciples of Jesus Christ in partnership with the global church.

Hours:	Part time 30 hours (negotiable)
Line Manager:	Head of Operations
Responsible for:	Housekeeping & Duty Officer, (Conferences & Housekeeping Assistants and Casual staff in absence of Housekeeper & Duty Officer)
Team:	Operations
Location:	Easneye site, Ware
Salary:	£24,600 pro rata per annum
Start date:	2 nd January 2025

Working Conditions

Located at Easneye, Ware, Hertfordshire, UK.

Hours of work: This role will be part time (30 hours per week negotiable). Working hours at college are 8.40am - 5.10pm. However, a degree of flexibility is required in case of

emergencies and to fit in with the arrival of guests and new students. Occasional weekends and evenings required.

Holiday: 30 days per annum (pro rata) plus 6 of the 8 bank holidays when they fall on a normal working day.

Other information

Due to the nature of the role, it is a genuine occupational requirement that the post holder is a committed Christian and fully supports the objectives of the college.

All Nations Christian College is committed to safeguarding adults at risk, and children from abuse and neglect. We expect all staff who work with us to share this commitment and staff will be required to be checked with the Disclosure & Barring Service (DBS).

Applicants must have the right to work in the UK.

Job Description

For more information, please read the full [Job Description](#).

To apply for this role:

To apply for this role, please send us your CV and a covering letter explaining how your skills and experience are relevant, and why you are the ideal candidate for this post. Email hr@allnations.ac.uk

(Applications will be reviewed on a rolling basis and may be progressed before the closing date.)

Closing Date: 6 December 2024