

Parish of St Andrew and St Mark  
Parish Office  
St Mark's Church  
St Mark's Hill, Surbiton

June 2023

Dear candidate,

Thank you for your interest in our post of Lettings and Property Manager.

This opportunity has come up because the current post holder is moving to take up a role in the office of the Bishop of Southwark. The Lettings and Property Manager is a key role, helping ensure our churches run well. This is partly financial, in that the buildings must generate income, but it is also offering a service to the community, to ensure the thousands of people who use our buildings each year find them in good condition. You would be a highly valued member of our team.

I might be biased, but I believe St Andrew's and St Mark's is a great place to work. We very much have a team ethos here and we support each other in all that we do. As well as our Ministry Team of clergy and lay leaders, you will work alongside churchwardens, as well as our many volunteers. We believe our parish to be an inclusive one as we seek to provide a welcome to all. There is always lots going on in our churches, as we seek to serve God and our community. We are two churches that live and breathe as one.

You might live in Surbiton already, or very close by. In this case, you already know what a lovely place it is to live and work in. If you don't know Surbiton, you'll soon realise what an enjoyable place it is to spend your days in, with shops, restaurants, a lovely river walk and more. There are a number of good schools nearby, including our very own church school, St Andrew's and St Mark's Junior School, on Maple Road, recently rated Outstanding by Ofsted. Our parish office is a short walk from Surbiton Station and is well served by TfL busses. I could go on...!

We hope this application pack provides you with all the information you need about the post. If you think this might be the right fit for you, please do send in an application. If you are not sure or have any questions, please get in touch with the parish office at [sasms@btinternet.com](mailto:sasms@btinternet.com) or 02083909129.

Please be assured of our prayers and best wishes as you consider this post.

Yours faithfully,

Robert

The Reverend Robert Stanier  
Vicar, St Andrew's and St Mark's, Surbiton