

FFWPU UK: Job Opportunity: Property Manager for Hasslemere Hall

Bogdan Pammer
July 29, 2026



Are you organised, proactive, and passionate about creating welcoming spaces that serve the community?

The River South Community is seeking a dedicated and reliable Property Manager to oversee the smooth running of its busy community hall and support its ongoing operation.

We recognise that this role may suit different individuals in different ways. The position is offered on a flexible basis of between eight and sixteen hours per week. It can be undertaken as either an employed role or a contracted position, depending on your circumstances.

If you are interested in this opportunity or any aspect of the role, please feel free to contact rs.finance.chair@ffwpu.org.uk with your details.

See below to explore the full role description and learn more about how you could be part of this important team.

Application Deadline: Friday 21 August



FAMILY FEDERATION FOR WORLD PEACE AND UNIFICATION (UK)

43 Lancaster Gate • London W2 3NA • United Kingdom

familyfedcommunity.org.uk • ffwpu.org.uk • hq@ffwpu.org.uk

Job Description

Job Title	Property Manager
Department	River South Community
Reports to	Adza Mould
Work Schedule	Between eight and sixteen hours per week.– <i>Due to the nature of this position, the postholder should have a flexible approach to working hours and, be prepared to undertake reasonable out of hours and weekend viewings.</i>
Location	2A Haslemere Rd, Thornton Heath CR7 7BE
Salary	Negotiable based on experience
Annual Leave	25 days plus bank holidays, pro rata

Position Summary

We are seeking an enthusiastic, organised and proactive individual to oversee the successful operation of our busy community hall. This is advertised as an employed position by FFWPU-UK but it is open to contracting out depending on your circumstances.

Facilities Management

Responsibilities include:

- Day-to-day management of the building and facilities
- Liaising with landlords and dealing with repairs and insurance of adjacent flats
- Coordinating cleaning, maintenance, repairs and contractors
- Overseeing utilities, heating, internet, security and access systems
- Ensuring health, safety and regulatory compliance
- Maintaining a safe, clean and welcoming environment for hall users
- Supporting room setup, site presentation and general upkeep
- Reporting to relevant managers and committees



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Bookings & Venue Operations

Responsibilities include:

- Managing venue enquiries and bookings
- Conducting viewings for prospective hirers
- Maintaining booking records, calendars and customer communications
- Managing invoices, payments and basic financial records
- Supporting clients before and during events
- Promoting the venue and maximising booking income
- Overseeing the venue's website maintenance

Ideal Candidate

The successful candidate will be:

- Highly organised and self-motivated
- Friendly, professional and customer-focused
- Comfortable using IT systems and administration tools
- Able to work independently and solve problems proactively
- Flexible and willing to support evening or weekend activities
- This role carries an Occupational Requirement (OR) that the postholder be a practising FFWPU member committed to the teachings and values of Sun Myung Moon and Hak Ja Han.

Job Dimensions

- No line management responsibilities
- Some budgetary responsibilities

Physical Demands

The role requires standing, walking, sitting, lifting and carrying heavy loads, using hands and arms to handle items, and communicating effectively.

Work Environment

Moderate to high noise levels; typical of an event environment.



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Risk Management

All employees share responsibility for identifying and managing risks within their work area. This includes:

- Taking reasonable care of personal safety and the safety of others
- Completing required Health & Safety training
- Reporting newly identified risks promptly to the Line Manager

What We Offer

- A supportive environment that values personal initiative and meaningful contribution
- Opportunities for spiritual growth, training, workshops, and access to funding for further study or certifications
- A generous annual leave allowance: 25 days plus bank holidays (pro-rata for part-time roles)

How to Apply

To apply, please submit by **Friday 21 August** a CV and a brief cover letter outlining your relevant experience to: rs.finance.chair@ffwpu.org.uk

We look forward to hearing from you!