

London Sivan Kovil Trust

Charity Registration No. 1051516

4A Clarendon Rise, Lewisham, London SE13 5ES.

Telephone Number 00 44 208 318 9844 Fax Number 00 44 208 318 2108

Vacancy for position of Administrator:

The London Sivan Kovil Trust is a UK registered charity of more than 30 years standing engaged in serving the community in Southeast of England with cultural, social and religious activities. We run a Hindu Temple, a Saturday school and a meeting place for elders. We have completed building a new temple at 4A Clarendon Rise, Lewisham, London SE13 5ES where the previous temple stood more than 15 years at a cost more than 1.5million sterling pounds and it was opened for public on 12th June 2011.

We have a vacancy for an administrator position as such Applications are invited from potential candidates to fill the post of administrator from suitably qualified and experienced members of the public.

Job Descriptions:

Administrator will be responsible for carrying out the duties that are necessary to run the Trust and the temple activities and manage the Trust office. Administrator will be responsible for preparation of schedule of activities and assigning duties schedule for all the priests and other employees. Administrator will be communicating with the devotees and upayakaras and booking the necessary services and facilitating the execution of the services. He or she will be responsible for purchasing necessary materials and goods that are required for the temple poojas and other activities including required goods and other items for temple's madapalli (temple's kitchen). He or she will be responsible for maintaining the Trust's and the Temple's documents and files. He or she will be responsible for booking the services for the devotees and public and receiving payments for the services provided by the temple and the Trust. He or she will assist the Trust's management in preparing publication of notices and materials to promote the Trust and the Temple activities. He or she will be reporting to the secretary of the Trust on the activities and facilitate communication with the Trust's management team.

1) Applicant should meet the following requirements:

- a) Applicants must have suitable education and relevant experience to handle the activities listed above activities effectively.
- b) Applicant should have experience in computing including Microsoft Word, XL spreadsheet and other packages that are necessary to prepare documents.
- c) Good knowledge in English reading & writing and reasonable spoken & written knowledge in Tamil. A fair knowledge of Hindu temple activities and procedures adopted in a temple.

2. Pay and conditions of service will be discussed and agreed soon after an interview.

3. Applications are to be received on or before 20th November 2025.

Please send your application with supporting documents by post to the London Sivan Kovil Trust's address given above for the attention of the Secretary of the Trust, alternatively applicant can send the application and supporting documents to the temple email address given below;

sivan.kovil@yahoo.co.uk

LONDON SIVAN KOVIL TRUST