

## CIRCUIT PROPERTY OFFICER

**We are seeking a part time Circuit Property Officer to provide oversight and day to day management of premises in Circuit trusteeship (other than manses currently occupied by Circuit staff). At present this is likely to include four church sites and two manses. This will involve premises management, overseeing commercial lettings and Circuit bookings, financial transactions, record keeping and some engagement with tradespeople, members of the public and users of the premises.**

This is a new post and, amongst other duties, the person appointed will be required to:

- Undertake regular physical inspection of buildings
- Arrange and oversee the work of tradespeople and other professionals on site
- Initiate, complete and maintain records and property logs
- Complete required forms and paperwork relating to Circuit buildings, including during any licence, lease or sale process
- Manage utility contracts
- Be the nominated lead person for ensuring premises Health and Safety in specific locations
- Engage, with others, in strategic planning for Circuit property

Applicants will need to have previous relevant experience.

The appointment requires an enhanced DBS Disclosure.

### NEXT STEPS & MAIN TERMS

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| Hours of work:  | An average of 20 hours per week, the average being calculated on a four-weekly basis, with core hours of 11 am to 3 pm on Wednesdays in the Circuit Office. The remaining hours can be worked flexibly from home or from the Circuit Office, and at sites around the Circuit as required, in agreement with your Line Manager, usually Monday to Friday between 8 am and 6 pm, although you may occasionally be required to undertake some evening and weekend work. |
| Contract:       | 2 Years Fixed Term Contract  |
| Rate of pay:    | £16.30 per hour, with enrolment in the Circuit's workplace pension scheme  |
| Location:       | Based at the Circuit Office, Wesley Road Chapel, Wesley Road, Armley, Leeds, LS12 1UL and your home address.   |
| Next steps:     | For more information and an application pack, please Erica Hartley via <a href="mailto:erica@lswmethodists.org.uk">erica@lswmethodists.org.uk</a> or 0113 279 4816.  |
| Closing date:   | Wednesday, 27 November 2024 at 12 noon   |
| Interview date: | Thursday, 5 December 2024  |
| Start date:     | As soon as possible  |

To learn more about our Circuit and the work that we do, please visit:

[www.lswmethodists.org.uk](http://www.lswmethodists.org.uk)