

PROPERTY OFFICER

This is a new post and the person appointed will work to support the long-term sustainability of the Circuit through the facilitation and administration of the property estate owned directly by the Circuit. They will also assist individual churches with their own property records and policies.

The successful candidate will have proven experience in a property role, most likely to have been in an administrative or management role. They will have experience of working within regulation/compliance standards and frameworks, together with an awareness of relevant health and safety legislation and best practices.

The appointment is initially for a fixed term of 2 years, which may be extended depending on future funding being available.

The appointment requires an enhanced DBS disclosure and satisfactory references.

The appointment requires an understanding of the aims, ethos and structure of the Methodist Church in Britain.

NEXT STEPS & MAIN TERMS

Hours of work:	30-35 hours per week, worked flexibly in agreement with the Line Manager. This will predominantly be between Monday and Friday, with only occasional requirements for weekend and evening work. You will not be expected to work on more than five days in a calendar week. The role may be suitable for job sharing.
Contract:	Initial two years fixed term contract
Rate of pay:	£17.65 per hour, with enrolment in the Circuit's workplace pension scheme.
Location:	The role will be home based but with a requirement to visit sites across the Calderdale Methodist Circuit. It may be possible to provide an office within the Circuit if preferred.
Next steps:	For an application pack, please contact the Circuit Administrators: office@calderdalemethodistcircuit.org.uk
Closing date:	Friday 7 th February 2025 at 12 noon
Interview date:	Week commencing Monday 17 th February 2025
Start date:	1 st April 2025 or as soon as possible thereafter

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

www.calderdalemethodistcircuit.org.uk