



FACILITIES COORDINATOR

This is a new post and the person appointed will work alongside the minister and managing trustees at Batley Central Methodist Church to manage the day-to-day running of the church building. They will also assist the church with maintaining property records and policies.

The ideal candidate will have previous 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 practice. We encourage you to request an application pack for a full list of responsibilities.

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:	10 hours per week, worked flexibly in agreement with the Line Manager, which will include some evening work. Actual days, start and finish times will be variable in accordance with the needs of the Employer. The days of the week on which you may be required to work are Monday to Friday, although some occasional weekend work may be required. You will not usually be expected to work on more than four days in a calendar week.
Contract:	2 years fixed term contract
Rate of pay:	£16.11 per hour with the option to enrol in the Circuit's workplace pension scheme.
Location:	Home based but working at Batley Central Methodist Church, Commercial Street, Batley, WF17 5DS as necessary.
Next steps:	For more information and an application pack, please contact the Circuit Administrator, Victoria Pratt, via nkmresources@gmail.com or 01924 442535.

Closing date:	Thursday, 8 th May 2025 at 12 noon
Interview date:	Week commencing 18 th May 2025
Start date:	1 st June 2025 or as soon as possible thereafter

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

www.nkandmcircuit.org.uk