



JOB VACANCY

CIRCUIT MANAGER

Bradford South Methodist Circuit are seeking to appoint a Circuit Manager to provide management and administrative support to the Circuit and the Superintendent Minister in the key areas of admin, property, safeguarding and GDPR.

The ideal applicant will be well-organised, hard-working, and self-motivated with good verbal and written communication skills and a keen eye for detail. This role will provide the applicant with a key position within a small team who have mission at their heart as they journey together with God through the challenges and joys of building God's kingdom in the area covered by the Circuit.

This is a new post and the person appointed will be required to undertake tasks relating to the administration of the Circuit and local churches which, amongst other things will include:

- Working closely with the Superintendent Minister
- Managing the Circuit property portfolio
- Maintaining the Circuit diary and booking meetings
- Being the main point of contact for Circuit and District communications
- Organising the data entry for a number of annual returns and schedules
- Supporting the review of Circuit activities and initiatives
- Ensuring safeguarding and GDPR compliance

A satisfactory enhanced disclosure from the Disclosure and Barring Service will be required.

NEXT STEPS & MAIN TERMS

Hours of work:	35 hours per week, worked flexibly by mutual agreement with the Line Manager, with core hours of 9:30 am to 2:30 pm, Monday to Friday. You should be able to attend evening meetings as required (approximately 10 per annum). Attendance at occasional weekend meetings and events will also be necessary (approximately 5 per annum).
Contract:	Permanent
Rate of pay:	Initially £17.30 per hour, with enrolment in the circuit's workplace pension scheme
Location:	Based at the Circuit Office, Clayton Methodist Church, Clayton Lane, Clayton, Bradford, BD14 6AY with some home working in agreement with the Line Manager.
Next steps:	For more information and an application pack, please contact the Revd Graeme Dutton via bradfordsouthsuperintendent@gmail.com or 01274 060722.
Closing date:	Friday, 15 th November 2024 at 12 noon
Interview date:	Friday, 22 nd November 2024
Start date:	As soon as possible

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

www.bradfordsouthcircuit.wordpress.com