

CIRCUIT PROPERTY OFFICER

We are seeking a part time Property Officer to work as part of the Circuit Team. This is a new post and the person appointed will support the work of the Circuit by carrying out management and administrative duties relating to the various properties owned directly by the Circuit and supporting compliance in the governance of schedules, records, policies and advising in respect of projects that need to be undertaken for individual churches.

The successful candidate will have proven experience in a property role, most likely to have been in an administrative or management role. They will possess good interpersonal skills, enabling them to collaborate effectively with church and Circuit officers, contractors and the local community. 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 requires an enhanced DBS disclosure and satisfactory references, as well as an understanding of the aims, ethos and structure of the Methodist Church in Britain.

NEXT STEPS & MAIN TERMS

Hours of work:	An average of 15 hours per week, the average being calculated on a four-weekly basis, worked flexibly in agreement with your Line Manager. 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 with occasional evening and Saturday work. You will not be expected to work on more than four days in a calendar week.
Contract:	Initial 3 Year Fixed Term Contract
Rate of pay:	£21.00 per hour, with enrolment in the Circuit's workplace pension scheme.
Location:	Based at the Circuit Office (Outlane Methodist Church, New Hey Road, Outlane, Huddersfield, HD3 3FH) and/or your home address, but with a requirement to visit sites (indoor and outdoor) across the Huddersfield Methodist Circuit.
Next steps:	For an application pack, please contact Shirley Burton, Circuit Resourcing and Development Administrative Officer, via 07851 689005 or admin@huddersfieldmethodists.org.uk
Closing date:	Monday 7 th July 2025 at 12noon
Interview date:	Friday 18 th July 2025
Start date:	1 st September 2025 or as soon as possible thereafter

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

www.huddersfieldmethodists.org.uk