



JOB VACANCY

MISSION CENTRE MANAGER

We are seeking to appoint a part time Mission Centre Manager to help in our mission to the local community. At Illingworth Moor, we recognise that the building is being used more and more by community user groups and this provides a great opportunity to build on those relationships and to make our building more visible as a Christian presence in the local community.

We are committed to sharing God's love with our community and working within it and alongside it. Our mission is to further discipleship and faith in those who are part of our local community. We are therefore looking for a person who will be in sympathy with the aims and work of Illingworth Moor Methodist Church to manage the everyday running of our building, including management of our staff and volunteers, thereby supporting the church's mission.

Some of the duties of the person appointed will be to:

- Help with the smooth running of the church building
- Be a visible presence to user groups
- Line manage two employees (the cook and cleaner)
- Ensure compliance with the policies and procedures of the church

For a full list of responsibilities, we encourage you to request an application pack.

A satisfactory enhanced DBS disclosure will be required for this position.

NEXT STEPS & MAIN TERMS

Hours of work:	12 hours per week, which may include some evening and weekend working. 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 Sunday. You will not be expected to work on more than five days in a calendar week.
Contract:	Permanent
Rate of pay:	£13.22 per hour with the option to enrol in the church's workplace pension scheme
Location:	Based at Illingworth Moor Methodist Church, Keighley Road, Illingworth, Halifax HX2 9LL
Next steps:	For more information and an application pack, please contact the Circuit Administrator via the Calderdale Methodist Circuit Office: office@calderdalemethodistcircuit.org.uk
Closing date:	Friday, 13 th October 2023 at 12 noon
Interview date:	Thursday, 19 th October 2023
Start date:	As soon as possible

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

www.illingworthmoor.org.uk