

FACILITIES COORDINATOR

Airedale Methodist Circuit is seeking to appoint a part time Facilities Coordinator to manage the properties under the Managing Trusteeship of the Circuit, under the direction of the Circuit Property and Finance Manager. The properties include four church Project Centres and four manses.

The ideal applicant will be well-organised and self-motivated with great interpersonal skills, a can-do attitude, and able to work without direct supervision. Applicants with relevant transferable skills gained in an environment other than buildings management will be considered.

This is a new post and, amongst other duties, the person appointed will be required to:

- Arrange regular inspections and checks, managing annual maintenance contracts where appropriate.
- Arrange repairs, maintenance and cleaning and supplies, liaising with contractors and obtaining quotations where required.
- Manage risks assessments, e.g. fire risk assessments.
- Renew licences annually for the hire of premises, issue licences to new hirers and help manage one-off bookings.

The appointment requires an enhanced DBS disclosure and satisfactory references.

NEXT STEPS & MAIN TERMS

Hours of work:	16 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. You will not be expected to work on more than four days in a calendar week.
Contract:	Permanent
Rate of pay:	£14.97 per hour, with enrolment in the Circuit's workplace pension scheme.
Location:	Based at the Circuit Office, Silsden Methodist Church, Kirkgate, Silsden, BD20 0PA but required to work at various locations across the Circuit.
Next steps:	For more information and an application pack, please contact Claire Corp: clairecorp@hotmail.com or 07884 363148.
Closing date:	Friday, 17 th October 2025 at 12 noon
Interview date:	Friday, 24 th October 2025
Start date:	1 st January 2026 or as soon as possible thereafter

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

www.airedalemethodists.org