

SE Cornwall Methodist Circuit

We are recruiting!

CIRCUIT OPERATIONS MANAGER

Base: Circuit Office at Saltash Wesley Methodist Church
Callington Road, Saltash, PL12 6LA

Salary: **£15-£16 per hour, dependent on experience**

Reporting to: **Superintendent or delegated mentor**

Closing date: 31st January 2025

Hours: **20 hours per week (flexible)**

An exciting opportunity has arisen for a Circuit Operations Manager, on a permanent part-time basis, within the recently formed South East Cornwall Methodist Circuit. The successful applicant will play a leading role in operational matters across the Circuit, releasing resources for mission by helping to provide professional management, advice and oversight in all areas of operations, including compliance, finance & property management and administration throughout the Circuit

The role will involve managing the Circuit database, overseeing Lay Workers and volunteers, working together as the Circuit seeks to consolidate operations [from three previous Circuits] into one streamlined unit of mission. The postholder will be based at the Circuit Office in Saltash Wesley Methodist Church, with the possibility of some home working. Some evening meetings will be required. Travel costs that arise in the role will be reimbursed.

We are seeking an enthusiastic person, who is able to communicate effectively with others, and work within the strategic direction of the Circuit as shaped by the Circuit Leadership Team, in line with Methodist Disciplines. This appointment requires an enhanced DBS Disclosure.

This is one of two time vacancies we are seeking to fill and with the appropriate gifts and skills from any individual applicant, alongside the flexible working pattern indicated, we would be willing to consider both these roles combining to create a full time role in the Circuit.

Other information

For further information and an application pack, please contact Rev Stuart Reed [stuart.reed@methodist.org.uk; Tel: 07305 722133]. All completed application forms must be received by 5pm on 31st January 2025. Shortlisting will take place the following week.

It is proposed that interviews will be held during the week commencing 17th February 2025 at Saltash Wesley Methodist Church with a view to a start date as soon as possible.