

SE Cornwall Methodist Circuit

We are recruiting!

CIRCUIT PROPERTY OFFICER

Base: Circuit Office at Saltash Wesley Methodist Church,
Callington, Road, Saltash, PL12 6LA
Salary: **£14-£15 per hour, dependent on experience**
Reporting to: **Superintendent or delegated mentor**
Closing date: 31st January 2025
Hours: **20 hours per week (flexible)**

An opportunity has arisen for a Circuit Property Officer, on a 2-year fixed term basis, within the South East Cornwall Methodist Circuit.

The role will be based at 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.

The postholder will lead in the sale or transfer of all redundant Circuit Property in liaison with the Circuit Leadership Team [CLT] and Superintendent Minister. Applicants will need to have previous relevant experience.

We are seeking an enthusiastic person, who is able to communicate effectively with others, and who will be responsible for the administration of Circuit Property, giving assistance when required to Circuit staff and volunteers across the Circuit. This appointment requires an enhanced DBS Disclosure.

This is one of two part 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 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.