



# Information pack

## Pilgrimage Manager

### Working within Peak Methodist Circuit

In accordance with the Equality Act of 2010 it is an occupational requirement that the successful applicant is a practising Christian



# An introduction to the Peak Wesley Way

Launching in the coming months the **Peak Wesley Way** is a long distance walking route providing an opportunity for people of all faiths and none to engage with the ancient spiritual practice of pilgrimage in the Peak District National Park. Pilgrims will follow a pilgrim trail and will sleep overnight in Methodist chapels, which will also be open for community and church use during the day.

The **Peak Circuit** seek to appoint a **Pilgrimage Manager** who will become the primary public face of the Peak Wesley Way: making it widely known, overseeing all practical arrangements so that pilgrims receive excellent welcome and opportunity for life changing experiences, and co-ordinating our growing team of volunteers and contractors. Bringing an entrepreneurial approach to mission: the Pilgrimage Manager will develop the pilgrimage as a financially self-sustaining way of making a positive impact on the lives of pilgrims, local village communities and the Circuit.

**You will be a committed Christian with a keen interest in Christian Pilgrimage possessing exceptional interpersonal, creative and digital marketing skills. We're seeking a team player who will take lead in the planning, execution and optimisation of our online marketing efforts to drive the Peak Wesley Way brand awareness, engagement, and lead generation.**

The vision of the Peak Wesley Way is to:

- Create contemporary opportunities for people to engage with the ancient spiritual practice of pilgrimage within the Peak Park.
- Share stories with pilgrims through a variety of media, including the stories that our chapels can tell as "thin places" for ordinary people
- Tapping into the growing interest in spirituality, trail walking and connection with the natural environment, to create an additional income stream for Methodist chapels that fosters good sustainable relations with village communities, visitors and Peak Park authorities.
- Furthermore preparing to share our stories with pilgrims gives us an excuse to rediscover telling stories with each other and our local communities. And to rekindle relationships with people and organisations present in our villages.

Pilgrims will hear of and be inspired to walk the trail. They will book their overnight stays via an easy to use website, and will be provided with information and reflections for the clearly signed paths in leaflet, downloadable and mobile app formats.

In each chapel the pilgrims will have exclusive access to accommodation that is warm and comfortable, but not luxurious, and still obviously a chapel. An example being camp beds which can be folded away, a microwave and a shower. They will be able to let themselves in using a door keypad system.

Where possible they will receive a personal welcome, otherwise well presented information about the chapel and the village will be available. For those wishing to purchase food, directions to recommended local pubs will be provided.

After the pilgrims have moved on, the chapel will be cleaned, and be ready for local activities taking place during the day. Routes will be accessible via public transport and it is anticipated that new chapels and routes will gradually be added.

The post closes to applications at **Midday on Sunday 13th August**. Please forward completed application forms to [hr@sheffieldmethodist.org](mailto:hr@sheffieldmethodist.org)

**To arrange an informal conversation about the role or for any general questions before submitting an application contact Tina Aluri, Operations Manager, by email at [peakcircuitoperations@gmail.com](mailto:peakcircuitoperations@gmail.com)**



# Role Description

<b>Job Title:</b>	Pilgrimage Manager.
<b>Lay Employee in:</b>	Peak Methodist Circuit.
<b>Employed by:</b>	Peak Methodist Circuit.
<b>Location:</b>	The Circuit Office in Bakewell, with travel around the circuit.
<b>Responsible to:</b>	The Pilgrimage Manager will be accountable and responsible to the trustees of Peak Methodist Circuit through the appointment of a Line Manager who in this instance is the Circuit Operations Manager.
<b>Key Relationships:</b>	<ul style="list-style-type: none"><li>- The Superintendent Minister of Peak Methodist Circuit.</li><li>- The Circuit Operations Manager, Circuit Ministers, Circuit Treasurer, Circuit Stewards, and Church Stewards, Officers, and Volunteers from the chapels within the circuit.</li><li>- Users, pilgrims, visitors, hirers and other engaged stakeholders of the chapels and facilities along the Peak Wesley Way.</li></ul>
<b>Occupational Requirement:</b>	In accordance with the Equality Act 2010 it is an occupational requirement that the successful applicant is a practising Christian.

## **Purpose of Role:**

- To be the primary public face of the Peak Wesley Way
- To make the Peak Wesley Way widely known, overseeing all practical arrangements so that pilgrims receive excellent welcome and opportunity for life changing experiences, whilst coordinating our growing team of volunteers and contractors.
- To develop the missional and financial sustainability of the Peak Wesley Way.

## **Main Duties and Responsibilities:**

### *To make the pilgrimage known*

- Organise regular targeted and effective marketing to potential pilgrims, including where appropriate through social media, third party promotional websites, press articles and marketing collateral.
- Maintain the Peak Wesley Way website, booking system and social media to a high standard.
- Respond to enquiries and booking requests, and organise post-sale communications, distribution of guidebooks etc.

### *The pilgrimage experience*

- Supervise and support a team of volunteer welcomers and cleaners, safely recruiting new volunteers and managing the volunteer rota.
- Respond to urgent queries from pilgrims during their visit.
- Supervise cleaning contractors.
- Ensure that adequate stocks of supplies and consumables are maintained in all pilgrimage chapels.
- With the Circuit Operations Manager and local volunteer property stewards, ensure that pilgrimage chapels are maintained to a good and safe standard.

### *Post-pilgrimage relationships*

- Arrange post-pilgrimage feedback as necessary.
- Maintain database of pilgrims, in accordance with GDPR requirements, and oversee post-pilgrimage communications.

#### *Finance and budget*

- Provide the Circuit Treasurer with records of income and expenditure sufficient to ensure accurate financial records.
- With support of the Circuit Operations Manager and Circuit Leadership Team, take responsibility for meeting income and profitability budgets for the Peak Wesley Way.

#### *Stakeholders and development*

- Manage relationship with Peak Park authorities, village communities, local businesses, and other external stakeholders with an interest in the Peak Wesley Way.
- With the Circuit Operations Manager and Circuit Leadership Team, identify and act on opportunities to further develop or expand the pilgrimage.

#### **Other Duties:**

- Any other duties and responsibilities that are identified by the Line Manager that are within the capabilities and level of responsibility of the post of Pilgrimage Manager and that are in line with the existing and developing needs of Peak Methodist Circuit and the Peak Wesley Way.

#### **Training Requirements:**

- To fulfil the requirements and continue the development of the post there will from time to time be additional training requirements during the course of employment. Any such training will be undertaken during contracted hours or will be recorded as TOIL.

#### **Terms and Conditions:**

- This post is offered by way of a permanent part-time contract.
- Working hours will be **21** per week. To fulfil the role, it is recognised and accepted by the successful applicant that there is a requirement to work flexibly.
- The rate of pay for this post is **£15** per hour. (**£16380** per annum actual salary)
- Annual leave entitlement for a full-time employee is 33-days or 244.2 hours (including public holidays), calculated pro-rata for part-time employees. Based on a 21-hour working week annual leave entitlement for this post is calculated to be **138.6** hours, per annum.
- There is a contributory pension scheme to which eligible employees will be auto enrolled and details of contribution rates will be provided on request. Lay Employees who do not meet auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- All reasonable and agreed expense will be reimbursed.
- Appointment will be subject to satisfactory references and a satisfactory enhanced Disclosure and Barring Service (DBS) disclosure.
- Appointment is subject to completion of a satisfactory probation period of 6-months.

#### **Management:**

The Pilgrimage Manager will be appointed a Line Manager whose responsibility it will be to:

- Become familiar with the work of the Pilgrimage Manager.
- Work with the Pilgrimage Manager to encourage them to respond to new opportunities.
- Determine priorities for the work.
- Monitor and evaluate progress and any training and development needs.
- Ensure good and consistent communication between all involved stakeholders.
- Act as a "sounding board" to the Pilgrimage Manager.



# Person Specification

<b>Job Title:</b>	Pilgrimage Manager.
<b>Lay Employee in:</b>	Peak Methodist Circuit.
<b>Employed by:</b>	Peak Methodist Circuit.
<b>Location:</b>	The Circuit Office in Bakewell, with travel around the circuit.
<b>Occupational Requirement:</b>	In accordance with the Equality Act 2010 it is an occupational requirement that the successful applicant is a practising Christian.

	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>			
Willingness to undertake ongoing training and development relevant and necessary to the role.	Yes		A, I
Qualification in Social Media Marketing and Sales.		Yes	A, I
<b>Proven Ability</b>			
Demonstrable prior experience of working in a management position, in an area such as premises, facilities, general operations, customer service, or health and safety.	Yes		A, I
Experience of working with or within local church trustee bodies either on an employed basis or within a voluntary capacity.		Yes	A, I
Experience in business promotion, or a clear understanding of how to do this, in the context of the Peak Wesley Way.	Yes		A, I
Experience of supporting, supervising and developing volunteers.		Yes	A, I
Experience of developing and managing processes.	Yes		A, I
Experience of managing a workload with competing priorities.	Yes		A, I
Experience of assessing, negotiating, and establishing contracts for provision of services and supplies within pre-defined budgets.	Yes		A, I
<b>Knowledge &amp; Skills</b>			
Strong and well-developed IT skills; confident in the use of standard computer operating systems including the creation and use of spreadsheets and databases.	Yes		A, I
User of social media with a strong understanding of how different platforms work and how people engage with them.	Yes		A, I
Experienced in and with an understanding of the importance of maintaining an upto date website, creating and publishing basic relevant content.	Yes		A, I

	Essential	Desirable	Method of Assessment
Direct experience in or a strong exposure to financial management and the creation of processes.		Yes	A, I
Understanding of compliance issues for Health & Safety, including preparing/implementing risk assessments and establishing and maintaining reporting procedures.	Yes		A, I
An understanding of the importance of GDPR and safeguarding, committed to adhering to Circuit policies in these areas.	Yes		A, I
<b>Qualities or Aptitudes</b>			
Able to adopt a missionally entrepreneurial approach, maintaining focus on the targets and sustainability of the pilgrimage without compromising its values.	Yes		A, I
Able to communicate, liaise and negotiate professionally with a diverse range of external stakeholders in-person, by phone and through email.	Yes		A, I
Able to organise and independently manage workloads efficiently, working equally effectively within a small team or alone with minimum supervision and a degree of autonomy.	Yes		A, I
Proactive by nature, but equally able to react to situations with calmness and a commitment to resolve them as they arise.	Yes		A, I
A warm and friendly demeanour – offering the perfect welcome to those using the chapels and facilities on the Peak Wesley Way.	Yes		A, I
<b>Any Other Requirements</b>			
An active Christian that worships within a community local to the Peak Wesley Way or makes commitment to embed themselves into the heart of Circuit life on appointment.	Yes		A, I
Aware of and sensitive to issues of Equality, Diversity, and Inclusion with a commitment to the unique value of the individual in all aspects of the Church's life.	Yes		I
An understanding of the structure and the workings of the Methodist Church, or a willingness and commitment to learn.	Yes		A, I
Able to work flexibly with a genuine acceptance that working days and hours will, in part, be reactive to the needs of the role.	Yes		A, I
A satisfactory enhanced disclosure with relevant barred list checks from the Disclosure and Barring Service. (DBS).	Yes		DBS application
A driving licence and access to vehicle to attend to all locations around the Circuit, some of which are remote and without regular public transport links	Yes		A, I

- A** Application form  
**I** Interview  
**Q** Proof of Qualification



# Guidance and Statutory Notes

## **Disability:**

Please let us know if you require adjustments making to any aspect or part of the application process and provide us with any information that you feel to be relevant whilst we consider and review your application.

We can be contacted in the strictest of confidence by sending an email to [hr@sheffieldmethodist.org](mailto:hr@sheffieldmethodist.org).

If you are selected for interview we will ask if you have any access needs or if you require any reasonable adjustments to be made. Be assured that we will be supportive in discussing reasonable adjustments throughout the entire recruitment process.

## **Entitlement to work in the UK:**

Any job offer that we make to you will be conditional and subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996.

You will be asked during the recruitment process to provide evidence of your entitlement to work in the UK. Should you be unable to demonstrate such permission any conditional offer will be withdrawn.

## **Experience, skills, knowledge, and abilities:**

The person specification lists the minimum expected requirements for this post.

When shortlisting, the selection panel will only consider information that is contained in your application form and assess this against the person specification that you received.

The selection panel are unable to make assumptions about your previous experiences or the nature of the work that you have done from a list of job titles. Therefore it is important that you demonstrate how you meet the requirements.

## **References:**

All offers of employment remain conditional on the receipt of at least two satisfactory employment references. For certain jobs three references may be required.

One reference should be from your current or most recent employer and the second from a previous work experience. The third, if requested, can be from a minister or person from within a local church who is able to comment on your character.

## **Criminal convictions:**

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record will not necessarily restrict you from working for us. This however will depend on the type of job that you applied for and the nature of the work involved.

## **Data Protection:**

The information you provide on the application and EDI monitoring form will be held in the strictest confidence and the information will only be processed in line with our privacy policy.

If you succeed in your application for employment, the information will be used in the administration of your employment with us.

By completing and signing the accompanying application form we assume that you agree to the processing of your personal data as described above and in accordance with our privacy policy.

## **Feedback and complaints:**

We aim to treat all applicants fairly at each stage of the recruitment process as we will ensure that everyone is treated in a non-discriminatory way. For this reason we monitor the recruitment and selection process closely.

We hope that you feel that you have been treated fairly, even if you do not get the job.

We welcome your feedback to help us with the development of our recruitment and selection process and ask that you send any comments or suggestions to [hr@sheffieldmethodist.org](mailto:hr@sheffieldmethodist.org)



# Next Steps & Important Dates

**Opportunities to work with the Methodist Church in the Peak Circuit helping to shape our direction and future do not come around often. At this time we are actively seeking to appoint a Pilgrimage Manager on a part-time 21-hour a week contract.**

To arrange an informal conversation about the role before submitting an application please contact myself, by email in the first instance, at [peakcircuitoperations@gmail.com](mailto:peakcircuitoperations@gmail.com)

Completed application forms should be returned Andrew Crawford at [hr@sheffieldmethodist.org](mailto:hr@sheffieldmethodist.org) before **Midday** on the **Sunday 13th August 2023**.

We want to keep the application process as straightforward and transparent as possible. Applications that match the experience and skills detailed in the person specification, and which demonstrate the required knowledge and relevant ability in response to the questions asked, will be invited to an in-person interview at a location within the Circuit on **Wednesday 23rd August**.

For information about how we use, store and retain data under the General Data Protection Regulations (GDPR) 2018, please visit: <https://www.tmc.org.uk/about/data-protection/managing-trustees-privacy-notice>

If you have any questions, please do be in touch.

I look forward to hearing from you.

**Tina Aluri**  
**Operations Manager**  
**Peak Methodist Circuit**

## Important Dates

CLOSING DATE	13th August 2023
SHORTLISTING DATE	15th August 2023
INTERVIEW DATE	23rd August 2023
ANTICIPATED START	1st October 2023

Completed applications cannot under any circumstances be accepted after the stipulated time on the closing date. If an application is received after this time it will be deleted and no contact with the sender will be made.

After the shortlisting date all candidates will be notified of the outcome by email within 2-working days.

We list a date for interview as the recruitment team have busy and competing diaries. We do not offer any assurance or make any commitment to any potential candidate that we are able to arrange an interview for a different date.

At the time that you submit a completed application if you already know that you cannot make the advertised date we positively encourage you to make us aware so that internally and with no guarantees, we can look at an alternative.

**In accordance with the Equality Act of 2010 it is an occupational requirement that the successful applicant is a Christian.**