

Thank you for expressing an interest in our vacancy for a **Facilities and Community Manager**. The post is offered via a full-time 24-month fixed term contract.

Based predominantly across two sites: The Crossing Church & Centre (S80 2AT) and The Grove Church & Centre (DN22 6LB), with an understanding that there will, from time to time, be the need to work from other sites within the Circuit, consideration will also be given for some hours to be worked from home.

We seek to appoint at the earliest opportunity.

**About the role:**

The Facilities and Community Manager will play an important part in growing commercial income, remaining proactive in reviewing, and developing systems and processes whilst managing operational elements across two of the church sites.

This work will enable church leaders and members to be released from many of the day-to-day operational matters, allowing them to focus on mission, discipleship, and growth. This is a key strategic objective.

**Faith:**

A specific faith is not an essential requirement for this role, but the successful applicant should be comfortable working alongside and in partnership with and representing a faith community and be committed to the aims of the Methodist Church.

**Worship:**

Attendance at worship at either the Crossing or the Grove is not an essential requirement however it is felt that on occasion it may be helpful in order to maintain a good contact with the congregations.

**How to apply:**

For an application form or for an informal conversation about the role before making an application please contact Richard Dearden, Circuit Operations Manager, by email at [richard.dearden@trinitycircuit.net](mailto:richard.dearden@trinitycircuit.net)

**Important dates:**

Closing date: 5<sup>th</sup> January 2024  
First Interview date: 18<sup>th</sup> January 2024

Please find on the following pages a job description, a person specification, and a summary of how we recruit. If I can be of any further support, or if you have any questions, please do not hesitate to be in touch with myself via email at [julie.coates@methodist.org.uk](mailto:julie.coates@methodist.org.uk)

Kind regards,

**Julie Coates**  
**Superintendent Minister**  
**Trinity Methodist Circuit**

**Job Title:** Facilities and Community Manager (24-month fixed term contract)  
**Lay Employee in:** The Trinity Methodist Circuit.  
**Employed by:** The Trinity Methodist Circuit.  
**Location:** The role will be split across two church and community sites with office space and appropriate facilities provided at both:

- The Crossing Church and Centre, S80 2AT.
- The Grove Church and Centre, DN22 6LB.

There will, from time to time, be the need to work from other Circuit sites with consideration given for some hours to be worked from home.

**Responsible to:** The Facilities and Community Manager will be appointed a Line Manager who in this instance will be the Trinity Methodist Circuit Operations Manager.

**Key relationships:** Circuit Operations Manager, Superintendent Minister, Circuit and Church Ministers, Volunteer Coordinator, Officers and Lay Staff, hirers and users of Church premises and suppliers and contractors.

**Purpose of the role:**  
To support the strategic objective of releasing church leaders and members from a number of day-to-day operational matters to focus on mission, discipleship, and growth.  
To grow income across the two sites.  
To manage the operational elements of the two sites.  
To review and develop standard systems and processes at both sites.

**Key Responsibilities:**

Property development/Income generation

- In line with the Churches strategic plan achieve key performance targets to increase building use and grow income through new key tenants, regular groups, and one-off bookings. *A coordinated promotion and marketing strategy will be a key element of this activity*
- To strengthen relationships with existing building users so as to ensure user satisfaction is maintained whilst identifying new opportunities.
- To be pro-active in maintaining the buildings including the scheduling of planned and unplanned maintenance, and the design and implementation of policies for the safe use of the buildings.
- To develop and maintain professional working relationships with a range of external contractors.

Human Resources and Safeguarding

- The post holder will undertake line management responsibility for several part-time employees working within both the Grove and the Crossing.

Systems and process development

- To review core operating systems (e.g., managing bookings & invoicing) and enhance existing and develop new coordinated systems across both churches.
- Coordinate and assume responsibility for enquiries, ensuring that they are actioned, handled well, and completed.

**Other Duties:**

- Any other duties and responsibilities that are identified by the Line Manager which are within the capabilities and level of responsibility of the post holder and that enhance and develop the existing and developing mission of the Trinity Methodist Circuit.

**Training Requirements:**

- To fulfil the requirements and continue the development of the role there will be the need from time to time to undertake relevant mandatory training, as identified by the Line Manager.
- Any such training will be undertaken during contracted hours or, if this is not possible, recorded as time off in lieu (TOIL).

**Terms and Conditions:**

- This post is a full-time 24-month fixed term contract post.
- Working hours will be **37** per week, to be worked Monday to Friday as standard. To fulfil the role, it is recognised though that from time to time there will be the need for an irregular working pattern, including elements of evening and weekend working.
- The rate of pay for this post is **£14.55 – £15.59** per hour (circa £28000 to £30000).
- Annual leave entitlement for a full-time employee is **244.2** hours including public holidays. This is based on a full-time employee working 37-hours per week.
- There is a contributory pension scheme to which eligible employees will be auto enrolled. Lay Employees who do not meet auto-enrolment criteria are eligible to join the contributory pension scheme subject to certain provisions.
- All reasonable and agreed expenses will be reimbursed.
- Appointment will be conditional on and subject to:
  - o Receipt of satisfactory references.
  - o A satisfactory enhanced disclosure from the disclosure and barring service (DBS).
  - o Completion of a satisfactory probation period of 6-months.

**Management:**

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

- Become familiar with the work of the Facilities and Community Manager.
- Determine priorities for the work, working with them to encourage appropriate and relevant responses to new challenges and opportunities.
- Monitor and evaluate progress and any training and development needs of the Facilities and Community Manager, offering necessary encouragement and support.
- Ensure access to continual professional development is provided.
- Ensure good and consistent communication lines between all involved stakeholders.
- Act as a "sounding board" to the Facilities and Community Manager.

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	Requirements	Method of Assessment
Willingness to undertake regular and/or ad-hoc training that is identified as relevant and necessary to the role by your Line Manager.	Yes	A, I
Experienced in buildings management with a good all-round working knowledge of workplace Health & Safety and safe working practices.	Yes	A, I
Experienced in the direct supervision or Line Management of others.	Yes	A, I
Experienced in managing community or not for profit projects in either an employed or voluntary capacity.	Yes	A, I
Experienced in growing revenue through building/facility lettings/use.	Yes	A, I
Experienced in developing and managing processes.	Yes	A, I
Experience of assessing, negotiating, and establishing contracts for provision of services and supplies within pre-defined budgets.	Yes	A, I
Good all-round working knowledge of Microsoft packages and a demonstrable proficiency in using different social media platforms.	Yes	A, I
Excellent communication and inter-personal skills, able to demonstrate a professional, approachable, and sensitive style.	Yes	A, I
Able to build and develop new and existing professional networks, working collaboratively with both internal and external stakeholders.	Yes	A, I
Able to identify, explore and develop potential new opportunities through community engagement and the use of active listening skills.	Yes	A, I
Able to organise and manage workloads efficiently, working effectively within a small team or alone with minimum supervision.	Yes	A, I
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of life.	Yes	I
An understanding of the importance of and a commitment to adhere to Methodist policies around safeguarding, GDPR and data protection.	Yes	I
Commitment to continue professional development and to undertake relevant training where identified necessary by your Line Manager.	Yes	I
Satisfactory disclosure from an enhanced check by the Disclosure & Barring Service (DBS).	Yes	DBS

**Disability:**

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

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 for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of this recruitment process. If you have any questions about the way that we are working, please do not hesitate to contact [hr@sheffieldmethodist.org](mailto:hr@sheffieldmethodist.org)

**Entitlement to work in the UK:**

Any job offer will be conditional, 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 to provide evidence of your entitlement to work in the UK should any offer of employment be made.

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

The person specification lists minimum requirements for this post. When shortlisting, the selection panel will only consider information contained in your application form and assess this against the person specification.

**References:**

Any job offer will be conditional, subject to the receipt of satisfactory references. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

**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 does not necessarily bar you from working for us but this will depend on the type of job that you have applied for and the nature of the conviction.

**Data Protection:**

The information provided on the application form will be held in the strictest confidence. We process this information in line with our privacy policy. If you are successful in your application the information will be used to administer your employment with us. By completing and signing the accompanying application form we assume that you agree to the processing of your data in accordance with our privacy policy.

**Equality, Diversity, and Inclusion:**

Our aim is to have a workforce that reflects the diversity of talent, abilities, and skills drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly. Recruitment will be made solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

**Other Policies:**

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. Should a conditional offer of employment be made you commit to work within and actively promote these at all times. They include, but they are not exhaustive to Health & Safety, Data Protection, the General Data Protection Regulation, Information Governance, Safeguarding, Performance Management, EDI and a range of Personnel and Financial Processes.