



Job Information Pack

Missional Property Enabler Bridge Methodist Circuit

Closing date: **25th March 2025**

Interview date: 24th April 2025

About the Bridge Circuit:

Part of the Yorkshire North and East Methodist District, The Bridge Methodist Circuit came into being formally on September 1, 2023, bringing together four independent, non-adjacent circuits: Beverley, Bridlington, Pateley Bridge, and Wolds Edge.

The Bridge Circuit is a new expression of a Methodist Circuit. We anticipate that the Circuit will grow and develop in the coming years. Bridge currently supports 3 other Circuits and 7 Churches across the District.

The Circuit's vision is to release as much energy as possible for local mission and ministry in every context and place within its purview by ensuring that the Circuit undertakes all governance and trusteeship responsibilities with excellence.

The Circuit operates under a Modified Constitution and this breaks new ground in how circuit trusteeship is undertaken. Trusteeship is the responsibility of far fewer people than in a familiar circuit arrangement, which aligns with the circuit's intentions to release as much energy and time as possible for local mission and ministry.

Working arrangement:

A flexible working pattern is required, to include occasional elements of evening and weekend working, with at least two days free of responsibility each week.

Faith:

A specific faith is an essential requirement for this role and in accordance with the Equality Act 2010 it is an occupational requirement that the successful applicant is a practicing Christian.

Next steps:

We encourage enquiries and we welcome informal conversations about the vacancy. In the first instance direct these to [Sue Cutting](#), Lay Superintendent (Operations & Governance.)

- Click [here](#) to download an application form.
- Click [here](#) to return your completed application form.

Anticipated timeline:

A start date as soon as possible is available and will be discussed at interview stage.

1. Closing date:	25 th March 2025
2. Interview date:	24 th April 2025

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. We will contact applicants after this date to let them know if we are progressing their application.
3. Interviews will be held in-person in Acomb (York).

- Job Title:** Missional Property Enabler
- Employed by:** Bridge Methodist Circuit
- Location:** Homeworking, with the requirement to travel flexibly and without restriction within the Yorkshire North & East District.
- Reports to:** Accountable to the Managing Trustees of the Bridge Methodist Circuit through an appointed Line Manager.
- Key relationships:**
(Internal)
- Lay Superintendent
 - Missional Superintendents (of the Mission Areas)
 - Church council members and church property stewards
 - DLT members and district staff
- Key relationships:**
(External)
- Connexional property advisors
 - Trustees for Methodist Church Purposes (TMCP)
 - Council officers, planning departments
 - Estate agents and surveyors
- Purpose of role:**
- To pursue an entrepreneurial, imaginative and pioneering approach to the use and development of buildings, ensuring that church properties, wherever possible, combine:
- serving the needs of local worshipping communities
 - becoming dynamic, centres for community/local benefit
 - becoming carbon neutral
 - contributing to significant income generation
- To face positively the possibilities offered in property disposal for renewed missional opportunities.

Main responsibilities:

Provide support and advice on the quality of facilities necessary for contemporary mission and guide on practical impactful steps required to reach these standards:

- In partnership with the circuit leadership and others, assist churches in understanding the premises requirements which arise from renewing their strategic vision and mission plans. Assist churches in shaping achievable property redevelopment schemes arising from plans for mission.
- Create opportunities for churches to readily understand when and how their property does not meet contemporary expectations of public buildings or their specific mission context.
- Support churches in understanding how to make their premises accessible

Provide support and advice to trustees with regard property management:

- Support churches in the selection and supervision of property professionals and contractors, including creating and maintaining panels of recommended firms, and providing appropriate support with planning applications.
- Support churches in the efficient and effective use of the Methodist Property Consents web portal, identifying where changes in processes may be able to better facilitate this.
- Support churches in understanding and implementing effective project management of property redevelopments.
- Support churches to identify and secure external funding for property work
- Organise networking and training opportunities for local volunteers and staff responsible for premises maintenance and development.
- Help churches to increase income from under-utilised buildings through sustainable lettings to appropriate organisations.

Support churches and circuits in exploring and developing models of property management and development, or partnerships with other providers of local public spaces, in response to missional needs:

- Including replication of existing models shown to work effectively elsewhere in the Methodist Church, or development of new models with the potential to underpin effective sustainable Christian mission in specific or recurring contexts.
- Such projects will likely include assembling teams with specialist expertise; deep assessment of missional needs and opportunities; liaison with church, circuit, TMCP and other stakeholders.

Advocate for good stewardship of the management of Methodist properties:

- Support projects improving carbon footprint of Methodist churches and manses and provide advice on practical and efficient ways of achieving this.
- In partnership with others, promote practical tools and resources for churches to take responsibility for their collective stewardship of creation, such as Eco Church.
- Pro-actively work with churches and circuits to identify and implement practical and affordable carbon reduction measures across their properties, for example through specialist surveys.
- Advise, or source reliable advice, on complex carbon reduction measures such as replacement of gas boilers with low carbon alternatives.
- Be alert to, and assist churches and circuits in securing, new sources of grant or other funding for environmental improvements as these become available.

Other requirements:

- Maintain a good understanding of the culture and values of the Circuit.
- All other reasonable duties that support the evolving mission of the Circuit.

Summary of terms and conditions:

Contract type	Permanent, Part-time
Working hours	18.5 hours per week (0.5 FTE)
Working pattern	A flexible working pattern, to include some evening working.
Rate of pay	£23.23 per hour (£22,347 Actual Salary)
Location	Homeworking, with the requirement to travel flexibly and without restriction within the geography of the Yorkshire North & East District.
Annual leave	Leave for a full-time employee is 33-days inclusive of public holidays (244.2 hours). Leave for a part time employee is calculated pro-rata to this and for this post it is calculated to be 122.1 hours.
Pension	There is a contributory pension scheme to which eligible staff will be auto enrolled.
Probationary period	Offers of employment are conditional on the satisfactory completion of a 6-month period of probationary service. We reserve the right to extend this up to a maximum of 12-months.
DBS disclosure	Offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Right to work	Offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
Training	<p>We will try to support you to develop and improve your professional practice by considering relevant requests for continuing professional development (CPD).</p> <p>There may on occasion be a need to attend further training relevant to the role, the requirements of the Circuit and the wider Methodist Church. Any such training will be undertaken in contracted hours or recorded as time off in lieu (TOIL).</p>

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Training and Qualifications			
Educated to degree level (or working towards) in any discipline.		Yes	A, I, Q
Qualification in property or estates management.		Yes	A, I, Q
Qualification in Health & Safety (NEBOSH).		Yes	A, I, Q
Professional membership to IOSH or RICS		Yes	A, I, Q
Knowledge, Skills and Experience			
Knowledge and understanding of Methodist process with regard to property and the legal process the surrounds this.	Yes		A, I
Knowledge and understanding of conservation and heritage principles, able to think systematically, consistently and sustainably.	Yes		A, I
Knowledge and understanding of historic building regulations, experienced in navigating permissions in response to missional needs.	Yes		A, I
Strong practical working experience of H&S, Fire Safety, Risk Assessments and Asbestos, and the regulations, acts and laws that surround these.	Yes		A, I
Experience in contract negotiation and managing tendering processes.	Yes		A, I
Experience of working in a property role within a church or faith-based setting.		Yes	A, I
Qualities and Aptitudes			
Able to lead engaging yet practical mission planning and development conversations with large and small groups of Trustees.	Yes		A, I
Able to establish and develop positive and trusted relationships with a diverse range of engaged stakeholders, both internal and external to the Church.	Yes		A, I
Able to produce and interpret feasibility studies and building surveys.	Yes		A, I
Able to work both independently and as part of a team when needed.	Yes		A, I
Able to use IT equipment suitable to the role.	Yes		A, I
An active listener with excellent interpersonal skills.	Yes		A, I
Any Other Requirements			
A developed and robust Christian faith.	Yes		A, I
Willing to engage with the processes and values of the Methodist Church.	Yes		A, I
Committed to promote good practice in all you do in line with Methodist policy.	Yes		A, I
Awareness of and a sensitivity to issues of Equality and Diversity in the Church.	Yes		A, I
A commitment to work flexibly as the job requires.	Yes		A, I

Assessment:

A: Application form; **I:** Interview; **Q:** Proof of Qualification; **P:** Presentation; **E,** Exercise

Adjustments:

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 the recruitment process.

If you have any questions about how we recruit you can contact us by clicking [here](#).

Entitlement to work in the UK:

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. *Where CVs are submitted these will not be used to make shortlisting decisions.*

References:

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive. 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. Whilst having a criminal record does not necessarily bar you from working for us this will depend on the job that you have applied for and the nature of the conviction.

Data protection:

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, 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 and abilities 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.

Unless clearly stated that an 'Occupational Requirement' is in place with a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.