



# The Methodist Church

## **Cumbria Methodist Circuit is looking for a Property Co-Ordinator**

We are looking for a Circuit Property Co-ordinator to take a lead role in managing, maintaining and supporting the effective stewardship of property across the Circuit.

The post holder will be the key contact for all Circuit Property matters, whilst also helping churches ensure their buildings are safe, compliant and well maintained. A small Circuit Property Group will be available to support you and provide additional local knowledge where necessary.

Our properties play a key part in our outreach and have an important role in our work with local communities which we hope to continue and expand where necessary.

**Salary:** £25,000-£27,000

**Start date:** September 2025

**Work base:** Home based in the Cumbria Circuit.

**Duration of contract:** Permanent

Due to the nature of the role, it is a genuine occupational requirement that the post-holder has a sympathy with the Christian faith, and is able to engage respectfully and meaningfully with its values in the course of their work.

**Closing date for applications:-** 30<sup>th</sup> July 2025

**Interviews:-** Monday 11<sup>th</sup> August at Penrith Methodist Church

**The successful applicant will require a satisfactory Enhanced DBS disclosure and successful completion of safer recruitment checks.**

**For further details and application form contact: Sarah Mulheron-Summers  
[admin@penrithmethodist.co.uk](mailto:admin@penrithmethodist.co.uk) / 01768 862787**