

## JOB DESCRIPTION

<b>Job Title</b>	<b>Circuit Property Co-ordinator</b>		
<b>Reports to</b>	<i>Superintendent of the Cumbria Circuit</i>	<b>Location</b>	<i>Cumbria Circuit</i>
<b>Circuit</b>	<b>Cumbria Circuit</b>	<b>Salary</b>	£25,000 - £27,000

### Job Purpose and Objectives

The Circuit Property Coordinator is appointed by the Circuit Meeting to oversee the management, maintenance, and statutory compliance of Circuit property. The role ensures all property matters are dealt with in accordance with the guidance of the Methodist Church and relevant legislation. The coordinator will serve as the central point of contact for all property-related matters, providing support for local churches within the Circuit.

#### Objectives:

- Ensure Circuit properties are well maintained, compliant, and appropriately documented.
- Facilitate timely completion of all statutory and Connexional property requirements.
- Support Circuit trustees in decision-making related to property by providing accurate and up-to-date information.
- Support Churches to keep their properties are well maintained, compliant, and appropriately documented.
- Provide guidance to the Circuit for strategic planning related to all property in the Circuit.

<b>Responsible to:</b>	The Lay Employee will be employed by the Circuit Meeting of the Cumbria Methodist Circuit and will be line managed by the Superintendent of the Circuit.
<b>Relationships:</b>	Ministers, Stewards, Circuit Property Group, Circuit Meeting and Circuit Leadership Team.

## Main Responsibilities

- **Maintenance & Compliance**
  - Oversee the maintenance of all Circuit property according to Methodist Church guidance.
  - Ensure timely submission of the Circuit Annual Property Return and monitor returns from all churches within the Circuit, including submission to the District Property Secretary.
  - Maintain records of Energy Performance Certificates (EPCs), gas and electrical safety checks, asbestos and other statutory requirements, ensuring all are up to date, for Circuit Property.
- **Quinquennial Inspections**
  - Organise quinquennial inspections for all Circuit property (manse and ancillary property) and all church property (chapels and burial grounds), in accordance with The Methodist Church Guidance.
  - Appoint appropriate inspectors and ensure they understand their responsibilities and reporting procedures.
  - Upload digital reports to Methodist Online system and follow up with churches so that works of repair, etc are completed. Report progress to Circuit Meeting.
- **Projects and Property Changes**
  - Record projects on the Online Suite as needed and keep records up to date in line with TMCP and Methodist Church guidance. Manage sale projects and lease projects according to requirements.
  - Ensure empty properties are correctly insured and monitored and declared as such.
- **Documentation & Record-Keeping**
  - Keep up-to-date records of Circuit property logbooks, including all inspections and maintenance.
  - Follow up on requirements as reported in inspections (e.g. Quinquennials, electrical, asbestos).
  - Follow up on Leases as required by Charity and Methodist law.
  - Co-ordinate and document Manse inspections, supporting Manse Stewards and report to Circuit Meeting.
- **Coordination & Communication**
  - Convene and lead the Circuit Property Group.
  - Write a Property Report for presentation to the Circuit Meeting.
  - Support the identification of competent contractors by working with local churches.
- **Training & Development**
  - Engage with Methodist property guidance including Methodist Website, Trustees for

## Terms and Conditions

- Terms of appointment: *Permanent*.
- The salary/rate of pay will be: £25,000 – £27,000 *per annum*.
- Normal working pattern: 37.5 hours per week. There will be the need to be flexible to attend meetings in the evening or occasional weekend.
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- Note you will be expected to use a car for this job.
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- At least one day free of responsibilities each week.
- 30 days annual leave entitlement per year (including 8 bank holidays)
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to six-month probationary period.
- Opportunities for study and for training.
- 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.