

Person Specification: Circuit Property Co-ordinator

Circuit: Cumbria Circuit

	Essential	Desirable	Method of Assessment
Qualifications			
Have 5 GCSE grades 9 to 4 (A* to C) or equivalent including English and Maths	Y		A
Further relevant qualifications, training or background in property management, facilities management, or building maintenance		Y	A
Familiarity with Methodist Church governance, property systems, or stewardship structures.		Y	A, I
Holder of a full UK Driving Licence and access to a car	Y		A, I
Proven Ability			
Ability to organise, manage, and follow up on multiple property-related tasks and deadlines.	Y		A, I
Experience of working with or supporting committees or groups (e.g., convening meetings, preparing reports).	Y		A, I
Competence in completing forms, reports, and online documentation accurately and on time.	Y		A, I
Experience in managing property maintenance schedules, inspections, or statutory compliance		Y	A, I
Previous involvement in voluntary or church-based property roles		Y	A, I
Special Knowledge & Skills			
Strong organisational skills with attention to detail.	Y		A, I
Good communication and interpersonal skills to liaise with stewards, inspectors, and external bodies.	Y		A, I
IT literacy, particularly in using online forms, emails, digital filing, and data entry systems.	Y		A, I
Ability to interpret and apply Methodist Church guidance on property, including inspection and maintenance processes.	Y		A, I
Knowledge of property-related compliance requirements (e.g. gas safety, EPCs, electrical inspections, asbestos records).		Y	A, I

Familiarity with Methodist On-Line Suite, the Property Handbook and Methodist Website guidance, TMCP guidance, CPD.		Y	A, I
Any Other Requirements			
Willingness to work within the mission and ethos of the Methodist Church.	Y		A, I
Satisfactory Enhanced DBS check	Y		DBS
Willingness to keep up to date by reading the newsletter and other official updates.	Y		A, I
Ability to work flexibly and collaboratively with others across the Circuit.	Y		A, I
Discretion and responsibility in handling property and legal matters on behalf of trustees.	Y		A, I
Capacity to travel within the Circuit to visit properties and attend meetings as required.	Y		A, I
Interest in contributing to the long-term sustainability and stewardship of Circuit and church property assets	Y		A, I

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)
(We reserve the right to assess any other aspects of the role in a format not previously described)