

JOB VACANCY

Employed by the Barnsley Methodist Circuit based at Emmanuel Methodist Church

This role is temporary for 6-months with a view to becoming a permanent post determined by the need, demand and confidence for church and facility lettings, post-COVID



Building Management Coordinator (P/T)

We are looking for someone with the enthusiasm and energy to join our buildings team and be an integral part in:

- making a positive contribution to Emmanuel and the wider community
- serving the needs of the Church and the community through management of room allocation and lettings;
- liaising with community groups, organisations and other lessees about bookings and invoicing;
- ensuring that the building resources of Emmanuel are effectively and efficiently promoted, maintained and administered

Hours of work: 8 hours per week, potentially increasing with demand

Rate of pay: £12.00 per hour

Next steps: Email our circuit administrator, Jayne Wragg at circuitoffice@btconnect.com for an application pack (or if you would like to have an informal conversation about the role before applying please contact jan.eldred@icloud.com)

Closing date: 18th June 2021

Interview date: 28th June 2021

www.emmanuelbarnsley.co.uk

Emmanuel - meet God, make friends, live life together