



Peak Wesley Way

CANDIDATE INFORMATION PACK

Pilgrimage Manager

THE PEAK WESLEY WAY

Before you move to the job description and person specification documents on the following pages, we encourage you to explore the vision and story of [The Peak Wesley Way](#).

Understanding the heart of the pilgrimage will help you envision how your leadership, creativity, and skills will shape its future as our new Pilgrimage Manager.

What is The Peak Wesley Way?

The Peak Wesley Way is a 6-day, self-guided pilgrimage stretching 47 miles through the heart of the Peak District National Park. Journeying north from the spa town of Matlock to the village of Edale, pilgrims walk from the limestone dales of the White Peak into the gritstone edges and moorlands of the Dark Peak. Designed for small groups of 1 to 6 people, the pilgrimage is open to people of all faiths - and none - who are seeking space for spiritual reflection, connection, adventure, or just an escape from modern life.

Sanctuary and Hospitality

- At the end of each days walk, pilgrims access a rural Methodist Chapel for their overnight and exclusive use accommodation.
- The chapels are equipped with camp beds, hot showers, and self-catering amenities and offer quiet, reflective sanctuary.
- Local volunteers greet pilgrims or ensure that chapels are prepared with such welcoming touches as fresh milk, fruit, hot drinks and local guidebooks.
- Both start and end points, in Matlock and Edale, are directly accessible by train, offering an eco-friendly, car-free experience.
- Booking revenue directly supports these rural chapels, keeping historic buildings open and active for local community groups, events and projects.
- Inspired by the itinerant tradition of John Wesley and early Methodist preachers, the walk connects pilgrims with local history.

How to apply

Please complete an [application form](#) and return to hr@sheffieldmethodist.org

Important Dates

1	Closes to applications:	Monday 24th August, 2026 (Midday)
2	Shortlisting:	Wednesday 26th August, 2026
3	Interview date:	Thursday 3rd September, 2026

- 1 Applications received after Midday on 24/08/26 will not be considered
- 2 Those called to interview will be notified on 27/08/26 following shortlisting on the afternoon of 26/08/26
- 3 Interviews will be held in-person at [Baslow Methodist Church](#)

JOB DESCRIPTION

Job title:	Peak Wesley Way Manager.
Employed by:	Peak Methodist Church (Charity Number 1210821).
Location:	Based in, amongst and within the chapels that complete the pilgrimage.
Reports to:	The Managing Trustees of Peak Methodist Church via the Superintendent Minister and the District Mission Enabler.
Key internal relationships:	• The Superintendent Minister. • Peak Wesley Way Management Team. • Circuit Ministers, Stewards and Officers. • Church Stewards, Officers, and Volunteers from the local chapels.
Key external relationships:	• Peak Park authorities, village communities, and local businesses. • Pilgrimage organisations and external stakeholders. • Users, pilgrims, visitors, hirers, and other engaged stakeholders of the chapels and facilities along the Peak Wesley Way.
Occupational requirement:	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 practising Christian.

Purpose of the role:

With a missionally entrepreneurial approach to leadership, the Peak Wesley Way Manager will be accountable for the continuing evolution of the Peak Wesley Way from its initial startup phase into a fully sustainable, inclusive, and highly impactful pilgrimage.

Developing and overseeing effective processes, so that pilgrims receive an excellent welcome and opportunity for life-changing experiences, the Peak Wesley Way Manager will also ensure that involvement in the pilgrimage is lifegiving for our growing team of dedicated volunteers.

Main responsibilities:

Marketing and Sales

- Develop, implement, and evolve a plan to market the Peak Wesley Way to potential pilgrims, including the targeted use of social, broadcast, and print media.
- Maintain and, as appropriate, develop the website integrated booking system.
- Respond promptly to enquiries and booking requests, establishing a communication channel from initial contact to post-pilgrimage feedback.
- Monitor the effectiveness of all marketing activity, providing general feedback and formal reports to the management committee as asked to do so.

Pilgrimage Experience

- Grow, supervise, and support the team of volunteers, safely recruiting as necessary.
- Respond to urgent queries from pilgrims during their visit, including occasional out-of-hours phone calls (these are rare and this is not advertised as an on-call service).
- Ensure adequate levels of supplies and consumables are maintained in the Chapels.
- Ensure Chapels are maintained to a safe standard, making regular inspections and working well with the Peak Methodist Church Property Team and volunteer property stewards.
- Recruit and supervise cleaning and other maintenance contractors ensuring all necessary due diligence is undertaken in line with Methodist Church requirements.
- Maintain a GDPR-compliant database of pilgrims, using post-pilgrimage communications to encourage ongoing spiritual journeys, build a network of supporters, and collect feedback to continuously improve the pilgrimage.

Finance and Budget

- With the support of the Peak Wesley Way Management Team and the Peak Methodist Church Treasurer, set and achieve financial budgets, making the pilgrimage financially sustainable.
- Hold operational responsibility for income, expenditure, and sustainability targets.
- Work well with the Peak Methodist Church Treasurer to ensure that income and expenditure is fully accounted for.

Stakeholders and Development

- Progress positive relationships with Peak District National Park Authority, the communities and businesses around the Chapels of the Peak Wesley Way and all other external stakeholders who have or who could have an interest in the pilgrimage.
- Identify and act on opportunities that could further develop the Peak Wesley Way.

Other requirements:

- Prepare and deliver reports and attend relevant meetings as asked by your Line Manager
- Be an active and engaged participant in relevant communities of practice
- Maintain a good understanding of the culture and values of the Peak Methodist Church
- Undertake all other reasonable duties as asked by your Line Manager

PERSON SPECIFICATION

Job title:	Peak Wesley Way Manager
Employed by:	Peak Methodist Church (Charity Number 1210821)
Location:	Based in, amongst and within the chapels that complete the pilgrimage.
Reports to:	The Managing Trustees of Peak Methodist Church via the Superintendent Minister and the District Mission Enabler

E = Essential, D = Desirable, M = Method of Assessment	E	D	M
Training and Qualifications			
Willingness to undertake ongoing training and development relevant and necessary to the role and the wider Methodist Church.	Yes		A,I
Good understanding and use of written and spoken English.	Yes		A,I,Q
Knowledge and Skills			
Experience of supporting, supervising, and developing volunteers/staff (willing to undertake specific volunteer management training if required) including their coordination (i.e., rota planning and management).		Yes	A,I
Experience of obtaining quotations, appointing and managing contractors or suppliers, and working within agreed procedures and budgets.	Yes		A,I
Strong and well-developed IT skills; confident in the use of MS Office.	Yes		A,I
Excellent written communication skills, with the ability to produce clear, accurate, and engaging content for different audiences.	Yes		A,I
Understanding of compliance issues for Health & Safety, including writing, implementing and monitoring risk assessments and reporting procedures.	Yes		A,I
An understanding of the importance of GDPR and safeguarding, committed to adhering to and promoting Methodist Church policy.	Yes		A,I
Demonstrable experience and naturally comfortable taking responsibility for projects and delivering agreed outcomes.		Yes	A,I
Experience in financial management and creating operational processes.		Yes	A,I
Qualities and Aptitudes			
Able to balance a missional approach with being commercially focussed.	Yes		A,I
Able to communicate, liaise, and negotiate professionally with a diverse range of external stakeholders in-person, by phone, and via email.	Yes		A,I
Able to organise and manage workloads with competing priorities, working equally well within a small team or alone with an element of autonomy.	Yes		A,I
Proactive by nature, but equally comfortable to react to situations with calmness and a commitment to resolve as they arise.	Yes		A,I
Able to provide the perfect welcome to those using the chapels and facilities on the Peak Wesley Way through a warm and friendly demeanour.	Yes		A,I
Any Other Requirements			
Good understanding of EDI, committed to applying inclusive practices across all pilgrimage operations and volunteer/staff management.	Yes		A,I
A practicing Christian with an understanding of the structure and the workings of the Methodist Church, or a willingness and commitment to learn.	Yes		A,I
Able to work flexibly with a genuine acceptance that working hours will, in part, be reactive to the needs of the role.	Yes		A,I

A valid driving licence and access to a vehicle to attend all locations around the Circuit (including remote sites).	Yes		A,I
A satisfactory disclosure from an enhanced DBS check	Yes		DBS

A: Application form; **I:** Interview

GENERAL TERMS

Working arrangement:	At least 2 days free of responsibilities every week
Hours:	25 per week
Contract:	Part-time, Permanent
Salary:	£21 per hour (Actual Salary £27,300 FTE £40,404)
Responsible to:	The Managing Trustees of Peak Methodist Church via the Superintendent Minister of the Peak Circuit, supported by the District Mission Enabler
Faith requirement:	A specific faith is an essential requirement for this role and it in accordance with the Equality Act 2010 it is an occupational requirement that the successful applicant is a practising Christian
Probationary period:	Offers of employment are conditional on the satisfactory completion of a 3-month period of probationary service. We reserve the right to extend this to a maximum of 5-months if it is felt necessary to do so
DBS Certificate:	Offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS)
Training:	There will be the need for you to attend training relevant to the continually evolving requirements of the Methodist Church. Where possible training will be undertaken in contracted hours but if this is not possible you will receive time off in lieu (TOIL) On appointment, the following training courses must be completed at the earliest opportunity: Methodist Church Advanced Safeguarding Training Methodist Church Foundation Module Safeguarding Training Methodist Church Unconscious Bias Training Methodist Church Equality, Diversity and Inclusion Training
Start date:	Anticipated start date of September 2026

GENERAL INFORMATION

Recruitment Support and Adjustments:

If you have any questions about our hiring process, please email hr@sheffieldmethodist.org using the subject line "Recruitment Support" so we can get back to you as quickly as possible.

We are committed to being an inclusive employer. If you require any reasonable adjustments or accommodations due to a disability, neurodivergence, or health condition, please let us know how we can best support you during the application or interview stage.

Experience, Knowledge, and Skills:

The person specification lists the requirements for this post. To ensure a fair process, our shortlisting panel will only consider information written directly on your application form against these criteria. Please note that CVs will not be used to make shortlisting decisions.

Right 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. If an employment offer is made, you will be asked to provide official evidence of your entitlement before starting.

References:

All job offers are conditional upon receiving satisfactory references. One referee must be your current or most recent employer, and the second should be from a previous, relevant work experience. Both referees must be able to comment on your suitability for this specific role.

Criminal Convictions:

Anyone who applies to work with us will be asked to disclose details of any unspent convictions during the recruitment process. Having a criminal record does not automatically bar you from working with us; it depends entirely on the nature of the job and the conviction.

Equality, Diversity, and Inclusion:

Our aim is to have a workforce that reflects the diverse talent and abilities within our communities. In line with the Equality Act 2010, recruitment decisions are made solely on the basis of ability and merit, except where an explicit Occupational Requirement applies.

Data Protection:

The information you provide will be held in the strictest confidence and processed in line with our [Privacy Policy](#). By submitting an application, your data will be managed securely in accordance with these guidelines.