



Job Information Pack

# **Missional Property Enabler**

Sheffield Methodist District

Closing date: **5<sup>th</sup> November, 2025 (Midday)**  
Interview date: **19<sup>th</sup> November, 2025**



**Job title:** Missional Property Enabler  
**Employed by:** Sheffield Methodist District  
**Location:** Home based with frequent travel across the district.  
**Reports to:** Accountable and responsible to the Managing Trustees of the Sheffield Methodist District, line managed by the District Chair.

**Key relationships:**  
(Internal)

- District Chair.
- District Mission Enabler.
- District Leadership Team (DLT)
- District Support Teams, including Property & Mission, Net Zero and Residential Property Income.
- District Officers, Staff and Volunteers.

**Key relationships:**  
(External)

- Trustees for Methodist Church Purposes (TMCP).
- Connexional Property Support Team
- Superintendent Ministers, Leadership Teams and Church Councils.
- Local, ecumenical and community partners.
- Solicitors, estate agents, surveyors and planners.
- Regulatory and statutory bodies.

**Purpose of role:**

- To encourage, support and equip local churches and circuits to make their properties fit for mission.

**Faith:**

- A faith is an essential requirement for this role. In accordance with Schedule 9 of the Equality Act 2010 it is and shall remain, an occupational requirement that the successful applicant is a practising Christian.

## **Main responsibilities:**

### Property and mission

- Support churches and circuits to consistently make wise strategic decisions about their property assets flowing from their active mission/ growth plans. This will include assisting churches with opportunity to set long term plans for flourishing, circuit support for churches where revitalisation is a possibility, and repurposing of premises as locations for new churches.
- Equip and enable churches and circuits to fully understand the missional, community and financial value of their properties and to be alert to creative possibilities and learning from beyond their local context.
- Advise and support churches and circuits in effective and efficient management of property maintenance and redevelopments, including securing external funding, and selection and supervision of property professionals and contractors.
- Advise churches on how to increase income from under-utilised buildings through sustainable lettings, partnerships and missional entrepreneurship.

- Advise churches and circuits on how to efficiently and effectively use the Methodist Property Consents web portal, identifying where changes in processes may be able to better facilitate this.
- Organise networking and training opportunities for local volunteers and staff responsible for premises maintenance and development. Ensure that lessons from property redevelopments are learned and shared.
- Oversee district missional property grants programme.
- Undertake the responsibilities of a District Property Secretary, in particular to determine and record district approval of property schemes through the Property Consents portal and oversee monitoring of the condition of chapels by circuits.

#### Net Zero

- To support churches and circuits in obtaining and acting on energy efficiency surveys. Promoting the value of surveys to churches and circuits, overseeing survey grants, and working with providers to enable suitably tailored advice.
- Supporting churches and circuits in design, funding and implementation of property projects intended to reduce carbon footprint
- As an active member of the District's Net Zero Support Team support implementation of our Eco Policy and encourage participation in Eco Church across the district

#### Residential Property Income

- Project manage feasibility assessments and subsequent redevelopment into housing suitable for letting of chapels and other Methodist premises surplus to local missional or community use, managing contractors and other stakeholders
- Ensure (with support from the District Administrator) that premises in district managing trusteeship are maintained to appropriate standards and lettings agents actively managed to maximise income within agreed missional parameters

#### Manse Secretary

- Act as the District Manse Secretary (with support from the District Administrator), supervising the activities of circuits in providing adequate manses for their ministers, overseeing the team of volunteer manse visitors

#### District support teams

- To be an active member of, and, where asked to do so, lead on relevant District Support Teams (i.e., Property & Mission, Net Zero, Residential Property Income)

#### Other requirements

- Be an active and engaged member of the staff team.
- Prepare and deliver reports, as asked to do so, to relevant meetings.
- As requested by your Line Manager, undertake all other reasonable duties.

## Summary of terms and conditions:

<b>Contract type:</b>	Full-time, permanent.
<b>Working arrangement:</b>	We are open to a job share arrangement and will consider flexible working arrangements.
<b>Working hours:</b>	37-hours per week.
<b>Work pattern:</b>	A flexible working pattern, to include evening/weekend working, with at least two days free from responsibilities each week.
<b>Rate of pay:</b>	<b>£18-£20 per hour</b> (£34,632-£38,480 Actual Salary)
<b>Location:</b>	Home based with frequent travel across the district.
<b>Annual leave:</b>	Leave for a full-time employee is 33-days inc. of public holidays. Leave for a part time employee is calculated pro-rata to this.
<b>Pension:</b>	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet auto enrolment criteria are eligible to join, subject to certain provisions.
<b>Probationary period:</b>	Offers of employment are conditional on the satisfactory completion of a 6-month period of probationary service. We reserve the right to extend this up to a maximum of 12-months.
<b>DBS disclosure:</b>	Offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
<b>Right to work:</b>	Offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
<b>Training:</b>	<p>There will be the need for training to be completed that is relevant to the role and to the requirements of the Methodist Church. This appointment is conditional on the successful completion within the first 3 months of employment of:</p> <p><a href="#">Methodist Foundation Safeguarding Training</a>  <a href="#">Methodist EDI Training</a>  <a href="#">Methodist Unconscious Bias Training</a></p>



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<b>E = Essential, D = Desirable, M = Method</b>	<b>E</b>	<b>D</b>	<b>M</b>
<b>Training and Qualifications</b>			
Current membership to IOSH, RICS, or an equivalent.		Yes	A, I, Q
Educated to degree level in any discipline relevant to the role.		Yes	A, I, Q
Qualification in Health & Safety (IOSH, NEBOSH, etc).		Yes	A, I, Q
<b>Knowledge, Skills and Experience</b>			
Previous experience of managing and/or developing public buildings.	Yes		A, I
Previous experience of successful contract tendering and negotiation.	Yes		A, I
Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).	Yes		A, I
Knowledge and understanding of historic building regulations.		Yes	A, I
Knowledge of how to pro-actively reduce a public buildings carbon footprint.		Yes	A, I
Knowledge and understanding of Methodist process with regard property and the contractual and legal process(es) around this.		Yes	A, I
Knowledge and experience in developing and implementing strategic plans for property use and development.	Yes		A, I
Knowledge and understanding of safeguarding practices within the workplace.	Yes		A, I
Knowledge of data protection principles and the GDPR.	Yes		A, I
<b>Qualities and Aptitudes</b>			
An active listener with excellent interpersonal skills.	Yes		A, I
Able to react and adapt positively to changing priorities and circumstances in order to meet the current and future needs of the district.	Yes		A, I
Able to present feasibility studies and building surveys, articulating to different audiences how buildings can support or hinder contextual Christian mission.		Yes	A, I
Able to develop positive and trusted relationships with a diverse range of stakeholders, both ordained and lay, internal and external to the church.	Yes		A, I
Excellent organisation skills, able to work under pressure and meet deadlines.	Yes		A, I
Able to work independently and as part of a team.	Yes		A, I
<b>Any Other Requirements</b>			
A robust and well-developed Christian faith.	Yes		A, I
Supportive of the ethos and charisms of the Methodist Church.	Yes		A, I
Aware and sensitive to issues of equality, diversity and inclusion.	Yes		A, I
A commitment to work irregular hours, to include evenings and weekends.	Yes		A, I
Be an active participant in relevant communities of practice.	Yes		A, I
Able to travel without restriction across the district as needed.	Yes		A, I
A satisfactory disclosure from an enhanced DBS check.	Yes		DBS

**Method of Assessment:**

**A:** Application form; **I:** Interview; **Q:** Proof of Qualification **P:** Presentation; **E,** Exercise



**Next steps:**

General enquiries and informal conversations about the role are actively encouraged. In the first instance we ask that you direct these by email to [Neil Harland](#), District Mission Enabler.

Applications must be made by application form, CVs are not accepted.

Please return completed forms to [Andrew Crawford](#) before midday on 5<sup>th</sup> November 2025.

**Anticipated timeline:**

A start date as soon as possible is available and will be discussed at interview stage.

<b>1. Closing date:</b>	5 <sup>th</sup> November 2025 (Midday)
<b>2. Interview date:</b>	19 <sup>th</sup> November 2025

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. Interviews will be held in-person at the Sheffield District Office.



### **Adjustments:**

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

If you have any questions about how we recruit you can contact us in confidence [here](#).

### **Entitlement 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. You will be asked to provide evidence of your entitlement should an offer of employment be made.

### **Experience, knowledge, skills, and abilities:**

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. *Where CVs are submitted these will not be used to make shortlisting decisions.*

### **References:**

Any job offer will be conditional subject to receipt of satisfactory references. We reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or most recent employer, the second from a previous employment. It is important that both referees are able to comment on your suitability to the role.

### **Criminal convictions:**

Anyone who applies to work with us will be asked to disclose details of unspent convictions. Whilst having a criminal record does not automatically bar you from working with us this will depend on the job that you have applied for and the nature of the conviction.

### **Data protection:**

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

### **Equality, diversity, and inclusion:**

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Unless stated that an 'Occupational Requirement' is in place for a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.