



Job Information Pack

**Play Space Manager,
Broomhill Methodist Centre, S10 3BD**

A part of the Sheffield Methodist Circuit

Closes to applications:

Midday, Thursday 4th December 2025

- We reserve the right to close the vacancy earlier than this date should sufficient applications be received.
- Interviews will be held in-person on the afternoons of the Monday 8th, Tuesday 9th and Wednesday 10th December at Broomhill Methodist Centre, S10 3BD.

Broomhill Methodist Centre is embarking on an exciting journey to reimagine how church and community intersect. The centre has recently undergone extensive refurbishment, with the installation of a brand-new climbing wall and imaginative play space for young children. Rather than focusing solely on traditional Sunday services, the Centre will become a vibrant hub for three distinct yet interconnected communities: **Climbing, Families** and **Students**.

Each community is designed to meet the diverse needs of people in Broomhill and beyond, offering innovative, inclusive spaces where individuals and families can explore faith, build relationships, and grow together.

Mini Broomhill is at the heart of the **Families** strand: a miniature town designed to spark imaginative play for young children, which will open early 2026. Mini Broomhill will host a balance of market-priced play sessions, community events for people of all faiths and none, and opportunities to explore Christian spirituality.

We are seeking to appoint a **Play Space Manager** to oversee the running of Mini Broomhill. The Play Space Manager will be employed for 20-hours per week, with a core working pattern of 9.30am-3pm on three regular days between Tuesday and Friday (to be set by agreement between the successful candidate and the management group). Supporting Mini Broomhill's growing staff and volunteer team, and the evolution of its programme in response to customer needs, the Manager will work collaboratively with the Centre's Community Pioneer, who will lead in the growing of new Christian communities rooted in real relationships and everyday spirituality.

These three communities (Climbing, Families, Students) will operate under the same roof, utilising the Centre's unique facilities—such as the climbing wall and creative play areas—while fostering an environment of spiritual exploration and connection. By focusing on adventure, creativity, and authentic relationships, the Broomhill Methodist Centre aims to become a beacon of hope and transformation in Sheffield.

This vision aligns with the national New Places for New People vision of the Methodist Church, creating fresh expressions of faith in response to local needs and imagination, therefore it is a genuine occupational requirement that the successful applicant is a practising Christian.

Interested, want to learn more? We encourage you to contact our Building & Communities Manager, Rose, by email at rose@broomhillmethodist.org for an informal conversation at your earliest opportunity.

Job title:	Play Space Manager
Employed by:	Sheffield Methodist Circuit (Charity Number 1134151)
Location:	Broomhill Methodist Church, Sheffield, S10 3BD.
Reports to:	Accountable to the Broomhill Management Group through an appointed Line Manager.

Faith:

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

Purpose of role:

- To be responsible for the day-to-day operational management of the Mini Broomhill imaginative play space, providing a safe and inclusive space for all to enjoy, supporting the emergence of a fresh expression of church.
- To support the Community Pioneer in their work of growing a new Christian community, through assisting in shaping and leading faith-exploring and discipleship-developing activities based within Mini Broomhill.

Key relationships (internal):

- Broomhill Management Group
- Community Pioneer
- Building & Community Manager
- Mini Broomhill staff and volunteers
- Manager of Sam's Space soft play centre (at Firth Park Methodist Church)

Key relationships (external):

- Climbing Works Broomhill staff
- Other users of Broomhill Methodist Centre
- Local community groups, schools and nurseries

Main Responsibilities:General:

- Manage the imaginative play space, ensuring it remains clean, safe, and fit for purpose, escalating maintenance concerns immediately, managing these to completion and a satisfactory resolution
- Manage the café day-to-day (drinks and snacks only, no hot food, etc.), ensuring food hygiene, food safety and stock control check lists and processes are completed and accurately recorded
- Manage the imaginative play space so as to meet budgetary and community engagement targets agreed with the Broomhill Management Group
- Respond to customer communications via social media channels, email, and telephone, and in-person, maintaining an excellent level of customer service and satisfaction
- Be pro-active in developing positive relationships in the local community, including with local community groups, churches, schools, and nurseries
- Work collaboratively with members of the Broomhill Management Group in areas of finance, operations, and governance relevant to Mini Broomhill
- Work with members of the Broomhill Management Group in identifying opportunities and making applications for community grants from local initiatives and funders
- Become a trusted visible face of the emerging Families Church amongst Mini Broomhill customers, volunteers and staff

Safeguarding:

- Ensure that activities are compliant with Methodist safeguarding policy adhering to safer recruitment processes.

Marketing and Advertising:

- Oversee the Mini Broomhill web pages, booking system and social media presence, planning, and advertising events and facilitating party/private hire bookings.

Staff and volunteer management:

- In consultation with the Broomhill Management Group safely recruit, rota and manage such staff and volunteers as Mini Broomhill requires.

Other requirements:

- Attend Broomhill Management Group, Centre staff meetings and wider Sheffield Methodist Circuit staff gatherings as requested.
- Maintain a good understanding of the culture and values of the Circuit.
- Undertake all other reasonable duties that support the evolving mission of Broomhill Methodist Centre and the wider Sheffield Methodist Circuit.

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E = Essential, D = Desirable, M = Method of Assessment	E	D	M
Education, Training and Qualifications			
Hold a First Aid at Work Certificate or commit to achieve within 1 month of starting in post (funded by employer).	Yes		A, Q, I
Hold a relevant Food Safety Qualification or commit to achieve within 1 month of starting in post (funded by employer).	Yes		A, Q, I
Qualification in children's, youth or families work.		Yes	A, Q, I
Knowledge, Skills and Experience			
Experience of leading informal or creative worship	Yes		A, I
Relevant supervisory management experience.	Yes		A, I
Experience of recruiting and supervising volunteers		Yes	A, I
Experience of working/volunteering within leisure/hospitality.		Yes	A, I
Experience in advertising and planning events/private bookings.		Yes	A, I
Experience of/committed to work within safeguarding protocols.	Yes		A, I
Knowledge and understanding of H&S in the workplace.	Yes		A, I
Competent user of Microsoft packages, including Word and Excel.	Yes		A, I
Confident user of social media with a strong understanding of how different platforms work and how people engage with them.	Yes		A, I
Qualities and Aptitudes			
A genuine 'can do' approach and attitude to the task at hand.	Yes		A, I
Able to communicate and relate well to a wide range of people	Yes		A, I
Able to develop and maintain appropriate boundaries and confidences in all professional and personal relationships.	Yes		A, I
Able to organise and manage workloads, working equally effectively within a team or alone with minimum supervision.	Yes		A, I
Good interpersonal skills; welcoming and sensitive to all.	Yes		A, I
Able to adapt positively to changing priorities and circumstances.	Yes		A, I
Other Requirements			
Be able to access and tidy all areas of the imaginative play facility and its equipment, including some confined areas and steps.	Yes		A, I
Awareness of and a sensitivity to issues of equality, diversity and inclusion in all aspects of a person's life.	Yes		A, I
An active Christian faith	Yes		A, I
A satisfactory disclosure from an enhanced DBS check.	Yes		DBS

Method of Assessment:

A: Application form; **I:** Interview; **Q:** Evidence of Qualification; **DBS:** DBS Check

Summary of terms and conditions:

Contract type:	Part-time, permanent contract.
Working hours:	20 hours per week.
Work pattern:	A flexible approach with a core working pattern of 9.30am-3pm on three regular days between Tuesday and Friday (to be set by agreement between the successful candidate and the management group).
Rate of pay:	£15 per hour.
Annual leave:	Annual leave for this post inclusive of public holidays is calculated to be 132 hours.
Pension:	Auto enrolment into a contributory pension scheme with 6% contribution from the Sheffield Methodist Circuit.

Training:

We aim to support you in developing your professional practice and will consider relevant requests for your continuing professional development.

On occasion and at the request of your Line Manager there will be a need to Attend training that is relevant to the role and to the evolving requirements of the Sheffield Methodist Circuit and the wider Methodist Church.

Such training might be internal or external and wherever possible it will be undertaken in contracted hours or recorded as time off in lieu (TOIL).

Initially the successful applicant will need to complete:

- Methodist Church [Foundation Module](#) Safeguarding Training.
- Methodist Church [Advanced Module](#) Safeguarding Training.
- Methodist Church [Unconscious Bias Training](#).

How to apply:

Applications close at midday on Thursday 4th December. Informal enquiries to discuss the role are actively encouraged and should be addressed to our Building & Communities Manager, Rose, by email at rose@broomhillmethodist.org.

Application forms are available [here](https://hr@sheffieldmethodist.org). Complete and return application forms to hr@sheffieldmethodist.org. For the purpose of safer recruitment, applications must be received on a Methodist Church application form. CVs are not accepted.

Probationary service:

Employment is conditional on the satisfactory completion of a 6-month period of probation. We reserve the right to extend this up to 12-months.

Adjustments during the recruitment process:

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. We will be supportive in discussing reasonable adjustments at all stages of recruitment.

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.

Criminal convictions/DBS disclosures:

The nature of this role means it is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 and anyone who applies to work with us will need to disclose details of unspent convictions.

Whilst having a criminal record does not automatically bar you from working with us or the wider Methodist Church this will depend on the job that you have applied for and the nature of the conviction.

Offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).

References:

Any job offer will be conditional subject to receipt of satisfactory references. We reserve the right to withdraw an offer based on the references that we receive.

One reference should be from your current or your most recent employer and the second from a previous employment. It is important that both referees are able to comment on your professional suitability to the role.

Experience, knowledge and skills:

The person specification lists minimum requirements for this post. The panel will only consider information 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.

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 (EDI):

Our commitment to EDI is to confront and eliminate discrimination whether by reason of age, gender, gender assignment, sexual orientation, marital status or civil partnership, race, nationality, ethnicity (race), religion, ability or disability, pregnancy or maternity and to encourage equal opportunities.

Employees must ensure a positive commitment towards equality, diversity and inclusion by treating others fairly and not committing any form of discrimination, victimisation or harassment of any description and to promote working relationships between all internal and external stakeholders.

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