



Job Information Pack

Missional Property Enabler

Sheffield Methodist Circuit

Closing date: **Friday 1st August 2025 (Midday)**

Interview date: **Monday 11th August 2025**

Job title:	Missional Property Enabler
Employed by:	Sheffield Methodist Circuit (Charity Number 1134151)
Location:	Based at an agreed/suitable Church premises with the requirement to travel circuit wide as necessary. <i>There will be an opportunity for some homeworking by prior arrangement and in agreement with your Line Manager.</i>
Reports to:	Accountable to the managing trustees of the Sheffield Methodist Circuit through an appointed Line Manager.
Key relationships: (Internal)	<ul style="list-style-type: none">- The Circuit Superintendency- Circuit Property Development Group (PDG)- Circuit Property Consents, Manses and Maintenance Group (PCMMG)- Circuit Property Steward- Circuit staff and officers- Church councils and leadership of ongoing projects
Key relationships: (External)	<ul style="list-style-type: none">- District and Connexional Property Officer/Advisors- Trustees for Methodist Church Purposes (TMCP)- The Foundry at Victoria Hall- Local, ecumenical and community partners- Solicitors, estate agents, surveyors and planners
Faith:	<ul style="list-style-type: none">- A specific faith is an essential requirement for this role. In accordance with Schedule 9 of the Equality Act 2010 it is now, and it shall remain, an occupational requirement that the successful applicant is a practising Christian.
Purpose of role:	<ol style="list-style-type: none">1. To deal with administrative and logistical tasks relating to property, being the designated first point of contact for all property queries and enquiries.2. To pursue an entrepreneurial, imaginative, prayerful and pioneering approach to the improved use and development of buildings (chapels, manses and other circuit property) ensuring that church properties, wherever possible, combine:<ul style="list-style-type: none">- Serving the needs of local worshipping communities- Becoming dynamic mission centres for community/local benefit- Becoming carbon neutral- Contributing to significant income generation3. To embrace the possibilities offered in property disposal for renewed missional opportunities, taking into consideration their missional, financial and community value.4. To work well with the Circuit Property Development Group (PDG) and the Circuit Property Consents, Manses and Maintenance Group (PCMMG).

Main responsibilities:

1. To deal with administrative and logistical tasks relating to property and be the designated first point of contact for property queries and enquiries:
 - Be the recognised and trusted point of contact for property queries and enquiries relating to manses and circuit properties.
 - Visit manses and other circuit properties (including graveyards, fields, etc) as needed, maintaining an up-to-date circuit property database.
 - Liaise with agents managing the circuit's let properties, including regular collection and filing of relevant reports on the circuit property database.
 - As per Methodist CPD, ensure that manses are prepared to the required standard for an incoming minister or tenant.
 - Agree an annual schedule of maintenance work for all manses in liaison with the Circuit Property Steward, PCMMG and the Line Manager, and report against the set budget.
 - Organise statutory safety checks, including quinquennials, for all circuit properties.
 - Act on instruction from the Circuit Leadership Team (CLT) and/or the Circuit Meeting and liaise with relevant bodies as a circuit property is bought or sold.
2. To pursue an entrepreneurial, imaginative, prayerful and pioneering approach to the improved use and development of buildings:
 - In partnership with the circuit leadership team and others, assist churches in understanding premises requirements which arise from renewing their strategic vision and mission plans.
 - Assist congregations in shaping achievable property redevelopment schemes.
 - Create opportunities for churches to readily understand when and how their property does not meet contemporary expectations of public buildings or their specific mission context.
 - Support congregations in understanding how to make their premises accessible, cost-effective and carbon neutral (See [Eco-Church](#)).
 - Support churches in understanding and implementing effective project management of property redevelopments including best use of Methodist Property Consents web portal.
 - Support churches to identify and secure external funding for property work.
 - Organise networking and training opportunities for local volunteers and staff responsible for premises maintenance and development.
3. To embrace the possibilities offered in vacant properties for renewed missional opportunities, taking into consideration their missional, financial and community value:
 - Work creatively with the PDG to identify potential usage of properties received into circuit trusteeship.
 - Respond to direction from the CLT to identify new missional opportunities including [New People for New Places \(NPNP\)](#) and other pioneering opportunities.

4. To work well with the Circuit Property Development Group (PDG) and the Circuit Property Consents, Manses and Maintenance Group (PCMMG):
 - Contribute to the PDG and PCMMG reports as requested by the CLT for the Circuit Meeting.

Other requirements:

- Prepare and deliver reports and attend as asked to do so relevant Church meetings.
- Maintain a good understanding of the culture and values of the Circuit.
- As requested by your Line Manager, undertake all other reasonable duties.

Summary of terms and conditions:

Contract type:	Full-time, 3-year fixed term contract.
Working hours:	37 hours per week (1 FTE).
Work pattern:	A flexible working pattern, to include occasional evening work. <i>Hours are to be worked over 5 days per week, responding to need.</i>
Rate of pay:	£18.50-£23 per hour (£35,594-£44,252 FTE)
Location:	The role will be based at an agreed/suitable Church premises with the requirement to travel circuit wide as necessary. There will be an opportunity for some homeworking by prior arrangement and in agreement with your Line Manager.
Annual leave:	Leave for a full-time employee is 244.2 hours inclusive of public holidays. Leave for a part time employee is pro rata to this.
Pension:	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions.
Probationary period:	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.
DBS disclosure:	Offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Training:	<p>We are an employer who will support you to develop and improve your professional practice. During employment with us we will consider relevant requests for your continuing professional development.</p> <p>At the request of your Line Manager there will on occasion be the need to attend training relevant to the role and to the evolving requirements of the Sheffield Methodist Circuit and the wider Methodist Church.</p> <p>Such training might be internal or external and, where possible, it will be undertaken in contracted hours or if this is not practical it will be recorded as time off in lieu (TOIL).</p> <p>Initially, and within the first 3 months of employment, the following training courses must be undertaken and/or any necessary refresher training completed:</p> <ul style="list-style-type: none"> - Methodist Church Foundation Module Safeguarding Training. - Methodist Church Advanced Module Safeguarding Training. - Methodist Church Unconscious Bias Training.

Job title: Missional Property Enabler

Employed by: Sheffield Methodist Circuit (Charity Number 1134151)

Location: Based at an agreed/suitable Church premises with the requirement to travel circuit wide as necessary. *There will be an opportunity for some homeworking by prior arrangement and in agreement with your Line Manager.*

E = Essential, D = Desirable, M = Method of Assessment	E	D	M
Training and Qualifications			
Current membership to IOSH, RICS, or an equivalent.		Yes	A, I, Q
Educated to degree level in any discipline relevant to the role, (including theology, mission, property, estate management).		Yes	A, I, Q
Qualification in Health & Safety (IOSH, NEBOSH, etc).		Yes	A, I, Q
Knowledge, Skills and Experience			
Experience of working in a property role.	Yes		A, I
Experience of working in a property role within a faith-based setting.		Yes	A, I
Knowledge and understanding of Methodist process with regard property and the legal process around this.		Yes	A, I
Knowledge and experience in developing and implementing strategic plans for property use and development.		Yes	A, I
Qualities and Aptitudes			
An active listener with excellent interpersonal skills.	Yes		A, I
Able to lead engaging and practical mission planning and development conversations with large and small trustee groups.	Yes		A, I
Able to develop positive and trusted relationships with a diverse range of stakeholders, both internal and external to the church.	Yes		A, I
Able to integrate and work well within a small team whilst being equally comfortable working independently as necessary.	Yes		A, I
Able to produce and present feasibility studies and building surveys to a range of audiences, with varying levels of knowledge.	Yes		A, I
Able to meet deadlines consistently, often with competing priorities.	Yes		A, I
Self-motivated, pro-active and adaptable to change.	Yes		A, I
Any Other Requirements			
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
Committed to embed and promote good practice with safeguarding, GDPR and Data Protection, in line with Methodist policy.	Yes		A, I
A flexible approach to working in response to the evolving needs of the Sheffield Circuit and the wider Methodist Church.	Yes		A, I
Be an active participant in relevant communities of practice.	Yes		A, I

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

Next steps:

Enquiries and informal conversations about the role are encouraged. We ask that you direct such contact to Rev Debora Marschner by [email](#).

- Click [here](#) to return your completed application form.

Anticipated timeline:

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

1. Closing date:	Friday 1 st August 2025 (Midday)
2. Interview date:	Mondy 11 th August 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 Methodist premises in the Sheffield Circuit.

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 by clicking [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.