



Job Information Pack

Project Manager - Property Barnsley Methodist Circuit

Closing date: 24th January 2025

About the job:

The successful applicant will alleviate the burden of navigating complex property issues by streamlining the processes to support timely resolutions and help move outstanding property matters toward completion.

Working arrangement:

A flexible working pattern is required, to include elements of evening and weekend working as necessary to attend and to facilitate meetings.

Faith:

Whilst a specific faith is not an essential requirement for this role the successful applicant should be able to work alongside and represent a faith community and be committed to and comfortable with the ethos of the Methodist Church.

Learn more:

We encourage you to read our [Mission Plan, Priorities and Actions](#) or visit our [website](#) to learn about the work that we are doing across the communities we serve.

Next steps:

We actively encourage informal enquiries, questions and conversations about the role. In the first instance please address these to the Circuit Office by email at circuitoffice@btconnect.com

To make an application you should complete an application form and return to the Circuit Office by email to circuitoffice@btconnect.com or by post to the Circuit Office, c/o Emmanuel Methodist Church, Huddersfield Road, Barnsley, S75 1DT before Midday on the 24th January 2025.

Anticipated timeline:

A flexible start date is available and will be discussed at interview stage.

1. Closing date:	24 th January 2025
2. Interview date:	w/c/ 3 rd February 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 Barnsley Circuit Office, Emmanuel Methodist Church, Barnsley, S75 1DT.

I look forward to hearing from you,

Rev Lynn Gregg

Acting Superintendent Minister

Job Title: Project Manager - Property
Employed by: Barnsley Methodist Circuit (Charity Number 1135240).
Location: Circuit wide, as necessary.

Reports to: Accountable to the Managing Trustees of the Barnsley Methodist Circuit through the appointment of a Line Manager.

Role Purpose: The Project Officer will play a key role in supporting the Barnsley Circuit's ongoing property projects, fostering relationships and developing property strategies. This role involves surveying properties, ensuring compliance with legal and good practice standards in the charity sector, and contributing to the circuit's mission by enabling better use of property resources.

Key Responsibilities:

Property Projects

- Oversee and support the delivery of multiple ongoing property projects within the circuit.
- Act as the primary point of contact for property-related matters, providing timely updates to stakeholders.
- Coordinate contractors, consultants, and volunteers involved in building projects.

Surveying and Building Assessment

- Conduct and commission surveys to assess building conditions and compliance.
- Develop and maintain a rolling schedule of inspections, including quinquennial reviews.
- Provide recommendations on property improvements and long-term planning.

Tenant Relationships and Stakeholder Engagement

- Build and maintain positive relationships with current and prospective tenants.
- Assist in managing lease agreements and ensure compliance with terms.
- Liaise with local authorities, community groups, and other stakeholders to promote circuit objectives.

Property Strategy Development

- Contribute to the development and implementation of a circuit-wide property strategy aligned with missional goals.
- Provide input on the viability, financial sustainability, and missional potential of properties.

Legal Compliance and Best Practices

- Ensure all property projects and activities comply with relevant legal standards, including charity law, health and safety regulations, and accessibility requirements.
- Implement and promote best practices in property management within the charity sector.

Project Management and Reporting

- Develop project plans, budgets, and timelines for property-related initiatives.
- Monitor progress and manage risks, escalating issues as necessary.
- Prepare reports and presentations for the Circuit Leadership Team and Trustees.

Other requirements:

- Maintain a good understanding of the culture, values and ethos of the Barnsley Methodist Circuit and the wider Methodist Church.
- All other reasonable duties within the capabilities of the post holder that support the developing mission of the Barnsley Methodist Circuit.

Summary of terms and conditions:

Contract type:	6-month fixed term contract. <i>Consideration will be given to expressions of interest from 'property experts' who are able to offer services via a short-term consultancy arrangement.</i>
Working hours:	8 hours per week.
Working pattern:	A flexible working pattern is a requirement for this role, to include evening and weekend working. At least two days free of responsibility each week.
Rate of pay:	£Competitive per hour/per day (Commensurate with experience).
Location:	Circuit wide, as necessary.
Annual leave:	Leave is calculated to be 52.8 hours, inclusive of public holidays, per annum. Leave for this post is therefore calculated to be 26.4 hours.
Pension:	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria may be eligible to join the Scheme, subject to certain provisions.
Probationary period:	Appointments and offers of employment are conditional on the satisfactory completion of a 3-month period of probationary service. We reserve the right to extend this up to a maximum of 6-months.
DBS disclosure:	Appointments and offers of employment are conditional on a satisfactory disclosure from the Disclosure & Barring Service (DBS).
Right to work:	Appointments and offers of employment are conditional on the applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
Training:	There will on occasion be the need for training to be completed that is relevant to the role and to the requirements of the Methodist Church. All training will be undertaken during contracted hours or recorded as time off in lieu (TOIL). We are an employer who will try to support your professional development. During your employment with us we will consider any relevant requests for continuing professional development (CPD).

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Training and Qualifications			
Qualification in project, property or estates management.		Yes	A, I, Q
Professional membership to IOSH or RICS.		Yes	A, I
Knowledge, Skills and Experience			
Knowledge and experience in developing and implement strategic plans for property use and development.		Yes	A, I
Proficiency in managing budgets and delivering what they say <i>on time</i> .	Yes		A, I
Analytical skills to assess risks, benefits, and feasibility of property initiatives.		Yes	A, I
Qualities and Aptitudes			
Self-motivated and proactive.	Yes		A, I
Flexible and adaptable to changing priorities.	Yes		A, I
Able to establish and develop positive, productive and trusted relationships with a diverse range of engaged stakeholders, both internal and external to the Church.	Yes		A, I
Able to work independently and as needed, collaboratively as part of a team.	Yes		A, I
Able to organise yourself in order to manage your workload efficiently.	Yes		A, I
Able to use IT equipment suitable to the role.	Yes		A, I
An active listener with excellent interpersonal skills and an approachable style.	Yes		A, I
Any Other Requirements			
Willing to engage with the processes and structures of the Methodist Church.	Yes		A, I
A commitment to embed and promote good practice with Safeguarding, GDPR and Data Protection, in line with Methodist policy and practice.	Yes		A, I
Awareness of and a sensitivity to issues of Equality and Diversity in the Church.	Yes		A, I
A commitment to work flexibly (weekdays, evenings and weekends) to attend and to lead meetings as the job requires.	Yes		A, I
Have access to appropriate transport for travel within the area.	Yes		A
A satisfactory disclosure from the Disclosure and Barring Service.	Yes		DBS

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

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 the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or your most recent employer, the second from a previous and relevant work experience. 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 during the recruitment process. Whilst having a criminal record does not necessarily bar you from working for 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 clearly stated that an 'Occupational Requirement' is in place with a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.