

Job Description Ealing Trinity Methodist Church

Job title: **Circuit Manager**

The Circuit Manager will manage the finance team, which is currently one member of staff.

They will have a proactive can-do attitude and ability to take leading responsibility over their workload and will be able to adapt in managing their own time.

The Circuit Manager will be to provide operational, organisational, administrative, and financial support to the Superintendent and the Circuit Leadership Team.

The Circuit Manager will foster a supportive work environment aligned with the values of the Methodist Church.

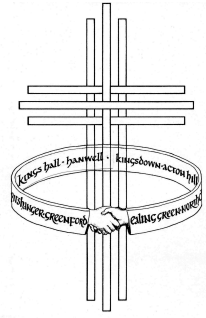
The Circuit Manager will need to be available for some circuit staff and leadership team meetings.

32 hours per week, over 4 or 5 weekdays.

Department: Administration	Location/Branch: Circuit Office, Ealing Trinity Methodist Church, West Ealing
Position reports to: Circuit Superintendent	Position is responsible for: Managing the finance team
Length of contract: Permanent	Salary: £39,321 - £43,407 p.a. pro rata.

Main duties

The Main duties of The Circuit Manager are as follows:



As a Facilities Manager, you'll have a wide range of responsibilities.

You'll be in charge of managing the Circuit Office, maintaining the website, and providing PA support to the superintendent. Additionally, you'll act as a communications hub for church members and the community, providing secretarial support and ensuring GDPR compliance.

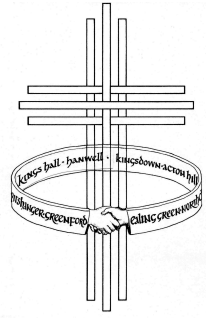
In terms of financial operations, you'll be responsible for line managing the Circuit Finance Officer and working closely with them and the Circuit Treasurer to ensure the smooth running of the Circuit's finances.

You'll also be the main point of contact for the Circuit Property Steward and property agents, managing repairs and lettings, maintaining records, and overseeing property projects.

Alongside that, you'll provide support for church lettings and manage the facilities, properties, and manses of the church.

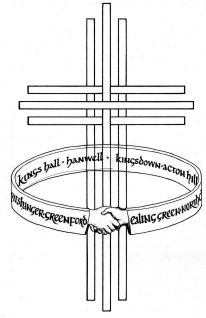
(The role involves negotiating and supervising contracts with external contractors, ensuring satisfaction among residents and tenants, and managing both preventative and capital improvement projects. You will organise inspections, maintain essential records, and prepare reports for governance bodies, while also staying informed on regulatory changes. In lettings, you will attract tenants, establish rental rates, and manage lease agreements. Supporting circuit churches, you will assist in funding applications, develop policies, and maintain a portfolio of property-related information. Additionally, you'll facilitate the Property Strategy Group's operations and liaise with members to advance agreed tasks. The ideal candidate will update their job knowledge through continuous learning and perform other duties as required, contributing to our community's well-being and the efficient management of our properties.)

This is an exciting opportunity for someone with strong organisational and communication skills to make a significant impact within the Circuit. If you're passionate about managing facilities and working in a community-focused environment, this could be the perfect role for you. Apply now and join our team!



Person specification

Factor	Essential?	Desirable?
Qualifications	A-level education or equivalent, high standard of English, book keeping and arithmetic skills.	Graduate or relevant professional qualification.
Relevant experience	Empathy with the Christian Church, knowledge of the Charity/voluntary sector, experience in managing facilities, finance, property administration, and general administration.	Experience of the Methodist Church or the United Reformed Church, experience in a similar role in the charity/voluntary sector, knowledge of governance and compliance.



<p>Aptitude, skills and abilities</p>	<p>IT proficiency, social media and website management, interpersonal skills, confidentiality, negotiation skills, network development, leadership, planning and organising, awareness of trustee roles, sensitivity to equality, diversity, and inclusion. Proven ability in a role administering property maintenance, repairs or lettings</p>	<p>Training/coaching qualifications, web design or social media qualifications, copywriting qualifications, AI experience.</p>
<p>Personal attributes</p>	<p>Commitment to charity values, decisiveness, proactivity, energy, cooperation, effective time management.</p>	<p>Active spiritual life, excellent communication, problem-solving skills.</p>