

**LIVERPOOL NORTH METHODIST CIRCUIT**

are recruiting a

**PROPERTY RESOURCES MANAGER**

**Salary:** £30,000 pa (depending on qualifications & experience)  
**Location:** Linacre Methodist Mission  
**Reports to:** To be confirmed  
**Closing Date:** **14<sup>th</sup> August 2022**

Liverpool North Methodist Circuit comprises four church congregations in Aintree, Litherland, Fazakerley and Walton Moor. This new role will:

- develop and implement a marketing strategy that will enable church premises to be used to support mission and ministry
- ensure that lettings/leases across the circuit are well managed
- assist our churches in developing the usability of the buildings
- lead and support the implementation of building improvements
- manage all property disposals, acquisitions and major leases
- develop and maintain a contractor list that supports cost effective maintenance
- support local church officers in ensuring that church properties are compliant
- provide advice, guidance and support on property matters

The role will suit a person with experience in managing property. The successful applicant will:

- be able to demonstrate the ability to market the use of community space
- have a track record of delivering building improvement projects on time and to budget
- be able to work collaboratively and sympathetically with volunteers
- ensure compliance with safety and other regulatory standards
- supervise contractors including tender processes and service level agreements
- possess a technical understanding of property issues

They will be able to work largely without supervision while collaborating with colleagues, church members and suppliers. They will need to be sympathetic with the Christian ethos of the Methodist Church.

- This is a full time permanent appointment
- Closing date for applications is 14<sup>th</sup> August 2022
- Interviews will be held between 29<sup>th</sup> August and 10<sup>th</sup> September 2022

For further information and for an application pack, please contact Richard Stevens by email on

**[jobapplivnth@gmail.com](mailto:jobapplivnth@gmail.com)**  
Or telephone: 07942352655

### **Property Resources Manager**

The Liverpool North Methodist Circuit are looking to recruit a Property Resources Manager.

- Do you enjoy seeing buildings being used to their full potential?
- Can you develop working relationships with local organisations and contractors to help our church buildings become lively community hubs?
- Can you develop simple processes and systems to ensure that all the necessary documentation is followed?
- Do you like helping people and solving problems for all things property?

If you can, then

- Are you able to demonstrate your ability to market the use of community space?
- Have you got lots of experience in helping communities to care for and develop their properties?
- Can you show us how you have completed projects on time and to budget?
- Do you have practical experience of working with community groups and volunteers?

The successful applicant will be able to work largely without supervision whilst collaborating closely with colleagues, church members and suppliers. They will need to be sympathetic with the Christian ethos of the Methodist Church.

- Salary £30,000pa – a full-time permanent appointment
- Closing date for applications is **14<sup>th</sup> August 2022**
- Interviews will be held 29<sup>th</sup> August and 10<sup>th</sup> September 2022

For further information and for an application pack, please contact Richard Stevens  
by email on [\*\*jobapplivnth@gmail.com\*\*](mailto:jobapplivnth@gmail.com)

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