



DISTRICT MISSIONAL PROPERTY MANAGER – 15 HRS PER WEEK

Are you keen to see the Church's property resources used for mission?

Do you have a heart for supporting lay and ordained with property matters?

Are you keen to help churches care for God's creation and take positive action to reduce their environmental impact?

Working flexibly and collaboratively with lay and ordained colleagues, you will offer support and oversight for all property matters within the Newcastle upon Tyne District. This involves supporting colleagues to better utilise, develop or dispose of their properties in accordance with connexional, national and local policies. You would also support us in working towards the Methodist Church's ongoing carbon reduction plan.

You will have a keen eye for detail, be able to manage and prioritise a varied workload and be able to see things through to a satisfactory conclusion.

Experience of property matters, either within or outside of the Methodist Church is essential. It is important that you are able to see the potential for mission in our buildings and are willing to facilitate the best use of this resource.

The role is 15 hours per week, which can be worked flexibly by agreement. You will be based in the District Office in Benton, however, some home working would also be possible. The salary is £11,350-£12,973 per annum, depending on experience and qualifications. (£28-£32,000 FTE)

A genuine occupational requirement exists for the post-holder to be sympathetic to the aims and principles of the Methodist Church in accordance with the Equality Act 2010. The appointment also requires an enhanced DBS Disclosure.

The closing date is Monday, 17th August 2026 and interviews will be arranged thereafter.

For further information and to request an application form please contact the District Administrator, Diane Whitfield on admin@newcastlemethodistdistrict.org. If you would like an informal conversation about what the role involves, then please contact Diane initially who will be happy to arrange this.

