

Circuit, Property Secretary role description

1. Working with the Circuit Leadership Team, and with the agreement of the Circuit meeting, appoint firm to complete quinquennial inspections.
 - a) This firm should work under a five-year contract that will include the Quinquennial Inspection of all circuit churches and manses. The costs of these inspections should be agreed at the commencement of the contract and agreed with the Circuit Treasurer.
 - b) Alongside the circuit church's Property Stewards, arrange dates of Quinquennial Inspections of circuit churches.
 - c) Alongside the Circuit Presbyters & Manses Secretary, arrange dates of Quinquennial inspections of Circuit Manses.
 - d) Distribute copies of the Inspection reports when received.
 - a. 3 copies for Church's Property Secretary
 - b. 1 copy for District Resources Secretary
 - c. 1 copy for Circuit Superintendent
 - d. 1 copy retained by Circuit Property Secretary
 - e) Agree work schedules for immediate and urgent work to be completed as highlighted by Quinquennial Inspections and keep records of progress.
 - f) Send any invoices for inspections to the Circuit Treasurer for payment.
- 2 Interact with the District Property Secretary with regard to issues or requirements with respect to the Churches and Circuit property and to receive and disseminate as appropriate any advice or bulletins issued.
- 3 Maintain awareness of forthcoming issues and regulations and relevant bulletins with respect to Churches and Circuit property (eg bulletins from Methodist Insurance etc), and raise any issues with Property Stewards and CLT.
- 4 Complete Circuit Annual Return, with information supplied by Circuit Treasurer, Circuit Property Steward, Circuit Manses Secretary & Circuit Safeguarding Officer.
- 5 Assist Church Property Secretary to complete Annual Return as required. Encouraging them to complete within published time scales.
- 6 Alongside Circuit Property Steward & Circuit Treasurer organise valuation of Circuit Properties as required.

- 7 Attend District Property meetings as required.
- 8 In conjunction with Circuit Property Steward, complete Property report for Circuit meeting.
- 9 In conjunction with the Circuit Leadership Team, undertake tasks that are compatible with role as they arise.

Person Specification

Key abilities	Essential or Desirable
Practical and have ability to encourage innovative ideas	Essential
Previous property role either within the church or in other work area.	Desirable
Ability to work with varied stakeholders	Essential
Good communication skills. Ability to decipher key pieces of information and communicate these in plain English.	Essential
Flexibility, ability to daytime or evening meetings.	Essential
Ability to use email, Word / Excel Laptop can be provided by circuit.	Essential
Undertake to complete training as requested in-line with the role.	Essential

Post holder will need to comply with safer recruitment policy and complete a DBS check to be able to undertake the role as described.

The post holder would also be warmly invited to complete the foundation training module of the Methodist church's safeguarding training.