



The Methodist Church

South Warwickshire Circuit

Responding to God's love in Christ

Job Vacancy

Assistant Operations Manager (Property)

Part time – 25 Hours per week (Mon to Fri)

Are you looking for new challenge?

We are advertising for this exciting and varied role which is based within the South Warwickshire Circuit at the office in Warwick, but covers 12 churches and property all across the circuit.

This is a role where you will

- **Meet people**
- **Carry out marketing - of church properties for lettings and support local lettings secretaries**
- **Be lettings officer for properties fully managed by the Circuit**
- **Support churches with the management of their planned maintenance**
- **Be able use your initiative and IT skills doing planning and project work relating to properties and lettings.**

The successful candidate will ideally start on or around 1 October 2024.

For more information and to apply for the role please follow [this link](#) or contact Unitemps on [02476 528 118](tel:02476528118) or email unitemps@warwick.ac.uk and quote reference 1084691.