

### **Property Support and Development Officer**

Do you have experience in property management and lettings? Do you have an eye for spotting new ways to make properties pay for themselves? Can you see beyond the obvious to unlock the real potential?

The Coventry and Nuneaton Methodist Circuit of churches has a large portfolio of buildings in both urban and rural settings and is keen to appoint an individual who is self-motivated and ready to translate a vision into reality. The office holder will take the lead role in developing the usage of our premises to realise a threefold objective: to provide Community Spaces; to market spaces to generate 'Commercial' income streams; to develop Mission Outreach opportunities through partnerships.

The buildings comprise numerous spaces that range from small 'offices' to large 'performance' areas that could provide suitable venues for a wide range of Partners, Community Groups and Commercial Tenants.

Initially, the successful individual will work with the local trustees of the buildings to establish and develop effective and systematic policies, procedures and documentation to enable these buildings to be "letting ready" for a broad range users. This work is a necessary precursor to realising the primary purpose of this role: to guide, support, manage and develop letting opportunities across the circuit properties to provide an increased income that the Circuit and individual churches can use to fulfil their mission objectives.

You will use your knowledge/experience and strong interpersonal skills to research and market the diverse spaces to a range of organisations consistent with at least one of the three objectives.

The appointment is for an initial period of 2 years due to funding.

10.5 hours per week (0.3 FTE)  
£30,000 - £35,000 per annum pro-rata

Full details including Full Job Description, Person Specification and the required application form can be obtained by emailing our Circuit office [office@covnunmethodist.org.uk](mailto:office@covnunmethodist.org.uk)

**Closing date for Applications: 12:00 noon 26<sup>th</sup> June 2024**