

CIRCUIT MISSION AND OPERATIONS OFFICER

We are seeking to appoint a part-time Circuit Mission and Operations Officer to provide practical oversight, coordination, support and appropriate line management in relation to some of our key projects and the employees and volunteers directly connected with them.

We are looking for someone with enthusiasm to engage with the variety of projects in place at a number of locations across the Circuit. There will be three projects: Twenty 7, a New Place for New People ([NPNP](#)) project in Pontefract; a slow growth community estate project in City Fields; and Church without a Chapel (Methley), an online Church.

The ideal candidate will have some experience of leadership, line management or supervision. They will need to be in sympathy with the Christian faith and the mission of the Methodist Church.

For a full list of responsibilities, we encourage you to request an application pack.

The appointment will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.

NEXT STEPS & MAIN TERMS

Hours of work:	14 hours per week, worked flexibly Monday to Friday in agreement with your Line Manager. Actual days, start and finish times will be variable in accordance with the needs of the Employer. There may occasionally be the need to work on an evening or weekend, in agreement with your Line Manager. You will not be expected to work on more than four days in a calendar week.
Contract:	Permanent
Rate of pay:	£18.00 per hour, with enrolment in the Circuit's workplace pension scheme.
Location:	The post will be circuit wide, but will be based from the Circuit Office (Unit 12 Woodhouse Business Centre, 169 Wakefield Road, Normanton, WF6 1BG) with some flexibility for home working in agreement with your Line Manager.
Next steps:	For more information and an application pack, please contact the Circuit Manager, Heather Turner, via admin@aireandcaldercircuit.org.uk
Closing date:	Friday, 19 th June 2026 at 12 noon
Interview date:	Friday, 26 th June 2026
Start date:	As soon as possible

To learn more about our Circuit and the work that we do, please visit:

www.aireandcaldercircuit.org.uk