

COMMUNITY LIAISON & LETTINGS OFFICER

We are seeking to appoint a part time Community Liaison & Lettings Officer at Wesleys Community Hub, Baildon Methodist Church.

The postholder will be a key member of the small staff team at Baildon Methodist Church and will have a vital role in helping to develop and support community activities at Wesleys Community Hub and ensuring that the premises are used for the benefit of the church activities and the wider community of Baildon. If you are someone who enjoys the buzz of being at the heart of community and supporting others to develop new ways of meeting local needs, then this could be the job for you.

To be considered, you will need to have:

- Been educated to A level or equivalent (or above)
- Experience of working in a community setting as an employee, or volunteer.
- Good skills in administration; use of IT; and electronic communication.
- An understanding of and commitment to the Christian ethos and values of Baildon Methodist Church and Wesleys Community Hub.

The successful applicant will be the first point of contact for booking requests and enquiries and will meet with new users to show them around the premises. They will also help to develop activities which promote and facilitate sociability, health and wellbeing, and a sense of community, in and from Wesleys Community Hub, through a range of community activities, in a sustainable and empowering way. For a full list of responsibilities, we encourage you to request an application pack.

The appointment will be subject to a satisfactory enhanced DBS Disclosure and the receipt of satisfactory references.

NEXT STEPS & MAIN TERMS

Hours of work:	15 hours per week with core hours to be worked on Monday, Wednesday and Friday mornings, at times to be agreed. The remaining hours can be worked flexibly, Monday to Friday, in agreement with your Line Manager. You will not be expected to work on more than four days in a calendar week. There may be the need for some very occasional evening or weekend working in agreement with your Line Manager.
Contract:	Permanent
Rate of pay:	£13.45 per hour, with enrolment in the Church's workplace pension scheme.
Location:	Based at Baildon Methodist Church, Newton Way, Baildon, BD17 5NH.
Next steps:	For more information and an application pack, please contact Sarah Naylor, Church Administrative Officer: baildonmeths@gmail.com or 07300 211457 (weekdays 9.00 am to 1.00 pm).
Closing date:	Friday, 5 th June 2026 at 12 noon
Interview date:	Monday 15 th June 2026
Start date:	Monday 6 th July 2026 or as soon as possible thereafter

To learn more about Wesleys Community Hub and our Church, and the work that we do, please visit:

wesleysbaildon.org & baildonmethodists.org