



# JOB VACANCY

## MISSION CENTRE MANAGER

We are seeking to appoint a part-time Mission Centre Manager, based at Illingworth Moor Methodist Church, Keighley Road, Halifax, HX2 9LL. Our building is used widely by the local community and this provides a great opportunity to build on those relationships and make our building more visible as a Christian presence in the local community.

We are committed to sharing God's love with our community and working alongside and within it. Our mission is to further discipleship and faith in those who are part of our local community. We are therefore looking for someone who will be in sympathy with the aims and work of Illingworth Moor Methodist Church to manage the everyday running of our building, including management of staff and volunteers, thereby supporting the church's mission.

The main duties of the person appointed will be to:

- Act as first point of contact for user groups and anyone making enquiries.
- Ensure that the building is operational and safe by implementing, reviewing and undertaking regular safety checks and health & safety risk assessments.
- Undertake reviews of best practice for the building and make sure that all employees and volunteers comply with health & safety requirements.
- Provide general administration support including room bookings and website updates.
- Line manage two employees (the cook and the cleaner).

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

<b>Hours of work:</b>	12 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. You will not be expected to work on more than four days in a calendar week.
<b>Contract:</b>	Permanent
<b>Rate of pay:</b>	£16.30 per hour, with enrolment in the Church's workplace pension scheme.
<b>Location:</b>	Based at Illingworth Moor Methodist Church, Keighley Road, Illingworth, Halifax, HX2 9LL.
<b>Next steps:</b>	For more information and an application pack, please contact Tracy Brennan, Mission Centre Manager via <a href="mailto:immccentremanager@gmail.com">immccentremanager@gmail.com</a> or 07842 411236.
<b>Closing date:</b>	Friday, 24 <sup>th</sup> April 2026 at 12 noon
<b>Interview date:</b>	Week commencing Monday, 11 <sup>th</sup> May 2026
<b>Start date:</b>	Wednesday, 1 <sup>st</sup> July 2026 or as soon as possible thereafter

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

[www.illingworthmoor.org.uk](http://www.illingworthmoor.org.uk)