



Tiviot Dale Methodist Church is looking for a **Premises and Lettings Manager**

We are looking for a premises and lettings manager who will be responsible for the daily running of Tiviot Dale Methodist Church as a Church and Circuit resource, and continuing development of the lettings of the premises. This will involve;

- Facility management
- Simple DIY
- Overseeing commercial lettings and Circuit bookings
- Financial transactions/record keeping
- Frequent engagement with members of the public and users of the premises to ensure the smooth running of the church.

Other information:

- Rate £10.34 to £13.35 per hour depending on experience
- 21 hours per week with some evening and weekend work.
- Please visit www.stockportcircuit.org.uk for more information and the application form.

