

Stamford Methodist Circuit

Northampton District

**CIRCUIT OPERATIONS MANAGER**

**Part time – 10 hours per week**

(flexible by arrangement)

**Salary - £26,990 FTA (Actual salary pro-rata £7,711)**

**Job Overview**

Our Circuit is looking for someone to bring management expertise and experience to support the ministers, Churches and stewards in the smooth day-to-day business of running the Circuit.

**Duties**

The successful candidate will work with the Circuit staff and leadership to support mission of the Stamford Methodist Circuit.

Duties will include: Governance, Communications, Administration and Compliance.

Working hours are 10 per week to be agreed with the line manager.  Some flexibility, including attending some weekend and evening meetings, will be required.

This is a hybrid role which involves working at the circuit office at Stamford and also working from home.

**Essential**

This post is open to all but the role requires a sympathy with the values, aims and ethos of the Methodist Church. A knowledge of the Methodist Church would be desirable but is not essential.

The post is subject to obtaining a satisfactory DBS (Disclosure and Barring Service) disclosure.

You should hold a full driving licence and be prepared to travel to the various local churches and meetings.

Willing to undertake EDI training

Clean driving license

**The closing date**

If you would like to be considered for this new role please request an application pack from circuitmanagerapplication@gmail.com The closing date for the submission of completed applications is 12 noon on Tuesday 26th August 2025 and interviews will be on Tuesday 16th September 2025