



Job Information Pack

Property Development Manager

Sheffield Methodist District

Important dates:

Closing date:	Friday 6th November 2026 (Midday).
Interview date:	Mid-November.

ABOUT THE ROLE

Job Title:	Property Development Manager.
Employing body:	Sheffield Methodist District.
Location:	Hybrid working arrangement; based from home with frequent travel across the District and the requirement to attend in-person meetings. Desk/Office space can be provided in the District Office if preferred.
Responsible to:	Accountable and responsible to the Managing Trustees of the Sheffield Methodist District, via the Property Support Team, and line managed by the District Chair / Mission Enabler.
Contract type:	Permanent.
Working pattern:	Full-time. However, we are flexible and fully committed to positive conversations about how the role can fit around your existing commitments. (i.e., consideration will be given to applicants looking for a part-time role, to work compressed or core hours, or through a job share arrangement.) There is a requirement for occasional evening and weekend working to attend meetings and lead on conversations across the District.
Rate of pay:	£24-£26 per hour. (£46,176-£50,024 FTE).
Annual leave:	33 days, inclusive of public holidays.
Probation:	Appointments are conditional on the satisfactory completion of a 3-month period of probationary service.
Training:	Appointments are conditional on the satisfactory completion of: Methodist Church Foundation Module Safeguarding Training. Methodist Church Unconscious Bias Training. Methodist Church Equality, Diversity and Inclusion Training.
Faith:	While there is no occupational requirement to be a practising Christian in this role, applicants will need to demonstrate a respect for and an understanding of the ethos and values of the Methodist Church of Great Britain.
Anticipated start:	January 2027.

ABOUT OUR DISTRICT

The Sheffield Methodist District provides oversight and support for approximately 130 Methodist churches, grouped into seven Circuits across South Yorkshire, North Nottinghamshire and North East Derbyshire.

We have inherited from our predecessor's church premises and houses that are in varied states of being fit for mission. And some that are surplus to our current congregational needs.

Rather than seeing these as burdens to be maintained, we believe that with skills and vision this inheritance can be creatively repurposed or renovated to generate new sources of recurring income to fund the work of our churches, and respond to needs in the neighbourhoods that our churches are embedded in.



We are seeking a Property Development Manager with the vision, skills and experience to do this at the scale and pace needed.

PURPOSE OF THE ROLE

To generate new recurring income streams from the redevelopment and use of properties not required by local congregations, prioritising uses aligned with Methodist values and purposes.

To provide advice and support to local churches and circuits regarding significant redevelopment projects they undertake to make their properties fit for mission, including property-based income sources for new expressions of church.

We recognise the urgency of the climate and nature crises and the fundamental injustice these represent. As a justice seeking district, we aspire to be widely seen to be 'leading by example' on a shared journey to Net Zero. We see how we use and develop each of our properties as an important step on this journey.

KEY RELATIONSHIPS

Internal:

District Chair,
District Mission Enabler/Lead,
District Leadership Team (DLT),
District Property Support Team,
District Officers, Staff and Volunteers.

External:

Trustees for Methodist Church Purposes (TMCP),
Connexional Property Support Team,
Superintendent Ministers,
Leadership Teams and Church Councils,
Local, third sector, commercial and community partners,
Professional, regulatory and statutory bodies.

DUTIES AND RESPONSIBILITIES

Generating new income streams from surplus properties

- Proactively identify opportunities to develop income streams from premises which are or may become surplus to congregational requirements.
- Research and prepare robust feasibility studies, business cases and proposals.
- Manage Methodist and community stakeholders whose support is required for successful projects.
- Source, within agreed parameters, external finance for projects (e.g. loans).
- Project manage redevelopments including arranging tendering, managing contractors, liaising with professional advisors and Methodist governance bodies, and recruiting tenants.

Generating new property-based income for New Churches

- In partnership with the District Mission Enabler and circuits, identify opportunities to use property-based social entrepreneurship to create a venue for and financially sustain new expressions of church (e.g. a soft play centre as a venue for a family-focussed church).
- Where required, prepare feasibility studies/business cases, manage stakeholders, source finance, and project manage property redevelopments.

Ongoing oversight of property income streams

- For all redevelopments, ensure a smooth transition to appropriate and robust arrangements for ongoing management (which could be under district, circuit or church trusteeship).
- Ensure arrangements are in place for robust post-development property management.
- Manage properties under direct district trusteeship.

Supporting circuits and existing churches

- As time permits, advise and support churches and circuits in the effective and efficient management of complex property redevelopments.
- Advise and support churches on the preparation of business plans, securing external funding and the selection and supervision of property professionals and contractors for these complex projects, while avoiding involvement in day-to-day maintenance.
- Advise churches on how to increase income from under-utilised buildings through sustainable lettings, partnerships and missional entrepreneurship.

OTHER REQUIREMENTS

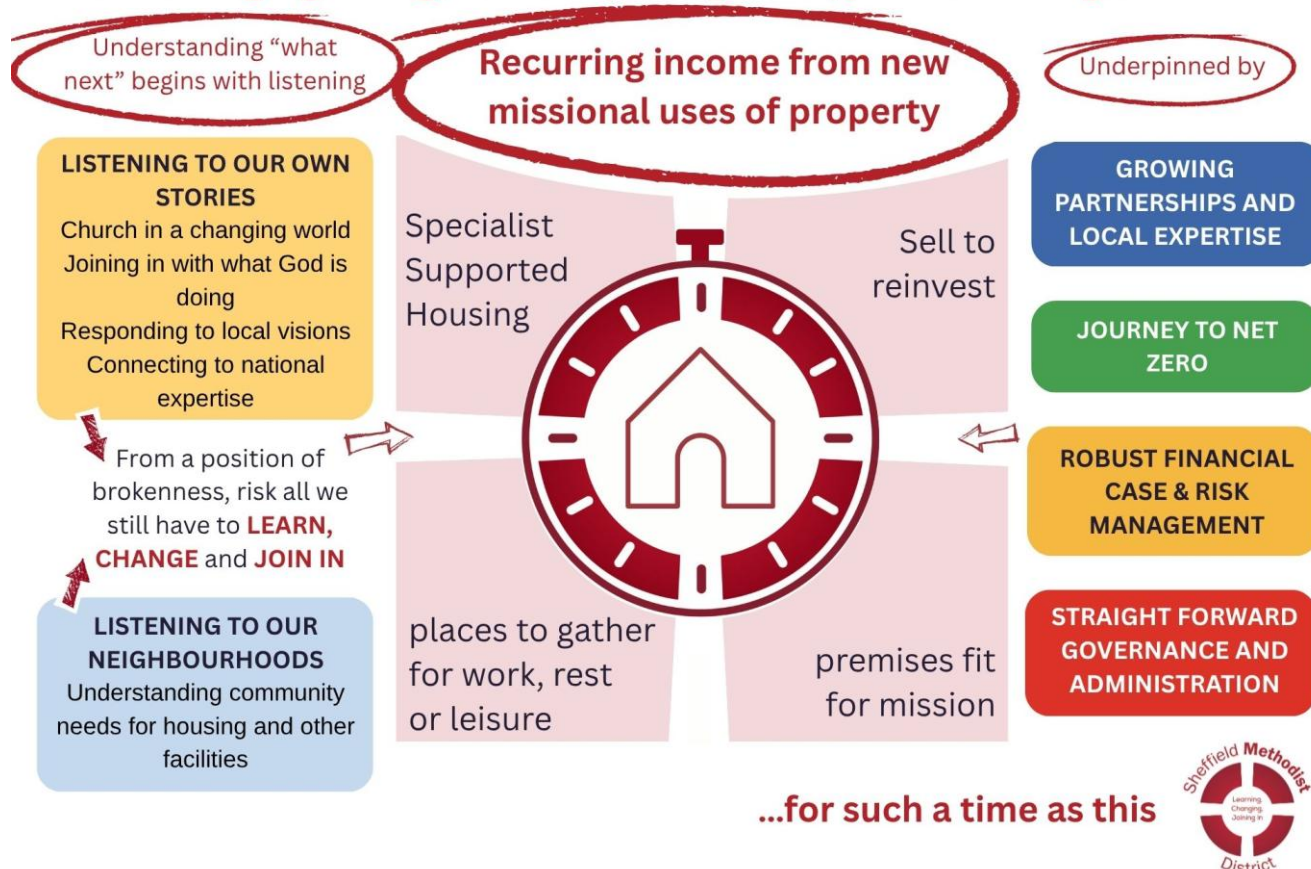
- Be an active and engaged member of the district staff team.
- Prepare and deliver reports and presentations, as required, to relevant meetings.
- Manage projects at all times within agreed budgets and timetables, communicating clearly any risk of variations and proposing responses.
- As requested by your Line Manager, undertake all other reasonable duties.

PERSON SPECIFICATION

	Essential	Desirable	Method
Education and Training			
Good understanding and use of spoken and written English.	Yes		A,I
Relevant professional qualification in property development, surveying, project management or equivalent experience.	Yes		A,I,Q
Knowledge, Skills and Experience			
Proven experience in property redevelopment, repurposing, and project management.	Yes		A,I
Experience in preparing robust feasibility studies, business cases, and proposals.	Yes		A,I
Experience in commercial lease negotiations, tenant recruitment, and ongoing asset/property management.	Yes		A,I
Experience sourcing external finance and managing project budgets.	Yes		A,I
Understanding of local planning frameworks, development control, and statutory building regulations.		Yes	A,I
Experience in managing tendering processes, managing contractors, and liaising well with professional advisors.	Yes		A,I
Understanding of commercial and missional entrepreneurship.	Yes		A,I
Understanding of safeguarding practices in the workplace.		Yes	A,I
Qualities or Aptitudes			
Able to develop relationships with a range of stakeholders, including community partners and statutory agencies.	Yes		A,I
Adaptable to and understanding of different church cultures.	Yes		A,I
Able to manage complex projects and adapt positively to changing circumstances and priorities.	Yes		A,I
Capable of working autonomously while remaining an engaged member of a team.	Yes		A,I
Any Other Requirements			
Commitment to embed and promote good practice with GDPR, data protection, and safeguarding in line with Methodist Policy.	Yes		A,I
Supportive of the ethos and charisms of the Methodist Church.	Yes		A,I
Sensitive to issues of equality, diversity and inclusion.	Yes		A,I
Committed to working irregular days and hours.	Yes		A,I
Willingness to travel frequently across the district.	Yes		A,I
A satisfactory enhanced disclosure from a DBS check.	Yes		DBS

Assessment: A: Application form; I: Interview; Q: Proof of Qualification; D: DBS Disclosure

Becoming a growing, inclusive, evangelistic, justice seeking church...



NEXT STEPS AND HOW TO APPLY

General enquiries and informal conversations about the role are actively encouraged.

In the first instance you are asked to direct these by email and in confidence to Neil Harland, District Mission Enabler at mission@sheffieldmethodist.org

As a part of our safer recruitment process all applications must be made using a Methodist Church application form which can be found [here](#).

Completed application forms should be sent by email to Andrew Crawford, District HR Officer at hr@layemployment.co.uk

Important Dates

1	Closes to applications:	Friday 6th November 2026 (Midday)
3	Interview date:	Mid-November

1. Applications received after Midday on Friday 6th November will not be considered. We reserve the right to close the vacancy early should a sufficient number of applications be received.
2. Interviews will be held in-person at the Sheffield District Office, S1 2JB.

IMPORTANT INFORMATION

Recruitment Support and Adjustments:

We are committed to being an inclusive employer. If you have any questions about our hiring process, please email hr@layemployment.co.uk using the subject line "Recruitment Support" so that we can get back to you as quickly as possible. If you require any reasonable adjustments or accommodations due to a disability, neurodivergence, or health condition, please let us know how we can best support you during the application or interview stage.

Experience, Knowledge, and Skills:

The person specification lists the requirements for this post. To ensure a fair process, our shortlisting panel will only consider information written directly on your application form against these criteria. Please note that CVs will not be used to make shortlisting decisions.

Right to Work in the UK:

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom, as required by the Immigration, Asylum and Nationality Act 2006. If an employment offer is made, you will be asked to provide official evidence of your entitlement before starting.

References:

All job offers are conditional upon receiving satisfactory references. One referee must be your current or most recent employer, and the second from a previous, relevant work experience. Both referees must be able to comment on your suitability for this specific role.

Criminal Convictions:

Anyone who applies to work with us will be asked to disclose details of any unspent convictions during the recruitment process. Having a criminal record does not automatically bar you from working with us; it depends entirely on the nature of the job and the conviction.

Equality, Diversity, and Inclusion:

Our aim is to have a workforce that reflects the diverse talent and abilities within our communities. In line with the Equality Act 2010, recruitment decisions are made solely on the basis of ability and merit, except where an explicit Occupational Requirement applies.

Data Protection:

The information you provide will be held in the strictest confidence and processed in line with our [Privacy Policy](#). By submitting an application, your data will be managed securely in accordance with these guidelines.