



Building Supervisor

Central Methodist Church, York, YO1 8NQ

Closing date: **12th July, 2026 (Midday)**

Interview date: **22nd July, 2026**

GENERAL TERMS

Working arrangement:	Based at Central Methodist Church , York, YO1 8NQ Core working days and times are Tuesday to Saturday 9am–4pm, with flexibility <i>from time to time</i> to change from Saturday working to Monday 2 days free of responsibilities every week
Hours:	30 per week
Contract:	Permanent, part-time
Salary:	£13.45 per hour (Actual Salary £20,982 FTE £25,878)
Responsible to:	Head of Venue
Probationary period:	Offers of employment are conditional on the satisfactory completion of a 3-month period of probationary service. We reserve the right to extend this to a maximum of 5-months if it is felt necessary to do so
DBS: Certificate:	Offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS)
Training:	There will be the need for you to attend training relevant to the continually evolving requirements of Central Methodist Church and the wider Methodist Church. Where possible training will be undertaken in contracted hours or you will receive time off in lieu (TOIL) On appointment, the following training courses must be completed at the earliest opportunity: <ul style="list-style-type: none">• Methodist Church Foundation Safeguarding Training• Methodist Church Advanced Safeguarding Training• Methodist Church Unconscious Bias Training• Methodist Church EDI Training
Anticipated start:	1st September 2026

JOB DESCRIPTION

Job title:	Building Supervisor
Employed by:	Central Methodist Church, York (Charity Number 1176677)
Location of work:	Central Methodist Church, St Saviourgate, York, YO1 8NQ
Reports to:	Head of Venue

Purpose of the role:

We are seeking a Building Supervisor to fulfil a key role in the maintenance and operation of a busy city centre Church and community hub.

We are a Methodist Church located in the heart of York city centre and occupy a Grade II* listed building, built in 1840. The premises occupies a floor space in excess of 2,000M2 and incorporates a Chapel, basement, 2 large halls and a number of offices on a single site but contained within several linked buildings surrounding a central courtyard.

The Church is home to an active congregation who meet each Sunday, but for the past 10 years the site has also operated 7 days a week as a hub providing a community of welcome for all. This includes several permanent charity residents who rent office space for their activities, such as Carecent who provides food, clothes and assistance to the homeless community; and Kyra a women's support group.

In addition to this the halls and Chapel are hired out as community event space to a hugely diverse range of groups, including charitable, public sector and private organisations.

Main responsibilities:

To carry out a range of duties including but not limited to:

- Be a recognised key holder for the premises and part of the out of hours call out rota
- Hold and manage the property expenditure budget for the premises
- Undertake day to day cleaning and carry out light building maintenance tasks whilst monitoring the overall condition of the building, reporting any concerns
- Operate and understand equipment on site including the heating, water and lighting systems
- Carry out fire alarm and emergency lighting system tests
- Set up of rooms for events in line with customer requirements, oversee those events and where necessary prepare refreshments
- Act as a trusted point of contact for clients whilst on site, helping with general requests

- Manage and maintain various onsite policies in respect of building usage, including, amongst others, the Health & Safety Policy
- Complete tasks listed within the premises conservation plan and co-ordinate any and all necessary annual inspections
- Work with contractors to:
 - Receive quotes for consideration by the leadership team
 - Schedule any required contractor work, minimising disruption to building users
 - Monitor progress of work, ensuring it is completed to the agreed standard

Other requirements:

- Prepare and deliver reports and attend meetings as asked by your Line Manager
- Be an active and engaged participant in relevant communities of practice
- Be prepared to undergo appropriate training as required by your Line Manager
- Maintain a good understanding of the culture and values of Central Methodist Church
- Undertake all other reasonable duties as asked by your Line Manager

PERSON SPECIFICATION

Job title: Building Supervisor

Employed by: Central Methodist Church, York (Charity Number 1176677)

Location of work: Central Methodist Church, St Saviourgate, York, YO1 8NQ

Reports to: Head of Venue

E = Essential, D = Desirable, M = Method of Assessment	E	D	M
Training and Qualifications			
Good understanding and use of written and spoken English	Yes		A,I,Q
Knowledge, Skills and Experience			
Experience in a public-facing and/or events role		Yes	A,I
Experience working within a community/church property		Yes	A,I
Experience with building facilities and basic maintenance tasks	Yes		A,I
Experience of managing a budget		Yes	A,I
Knowledge of Health and Safety in the workplace	Yes		A,I
Computer literacy (email, Microsoft Office, etc.)	Yes		A,I
Qualities and Aptitudes			
Friendly and self-motivated, sympathetic to a 'community of welcome for all'	Yes		A, I
Able to move furniture and equipment	Yes		A,I
Able to work collaboratively within a small team	Yes		A,I
Able to maintain appropriate professional boundaries and hold confidences	Yes		A,I
Able to work well with diverse and vulnerable groups	Yes		A,I
Able to adapt positively to changing priorities and circumstances	Yes		A,I
Any Other Requirements			
Occasional flexibility with core working days	Yes		A,I
Supportive of the ethos and charisms of the Methodist Church	Yes		A,I
Be aware and sensitive to issues of EDI	Yes		A,I
A satisfactory disclosure from an enhanced DBS check	Yes		DBS

A: Application form; **I:** Interview; **Q:** Qualification

HOW TO APPLY

General enquiries and informal conversations about the role are actively encouraged. In the first instance we ask that you direct these by email to [Chris Williams](#), Head of Venue

You can download an application form [here](#)

Return your completed application form to [Andrew Crawford](#)

Anticipated timeline:

1. Closing date:	12 th July, 2026 (Midday)
2. Interview date:	22 nd July, 2026

1. We reserve the right to close the vacancy earlier than this date if a sufficient number of applications have been received.
2. Interviews will be held in-person at the Central Methodist Church, YO1 8NQ

IMPORTANT NOTES

Adjustments:

Please contact us if you require adjustments making at any stage or to any aspect of the recruitment process. If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made

Entitlement to work in the UK:

Any job offer will be conditional on you demonstrating the right to live and work in the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be required to evidence your right should an offer of employment be made

Experience, knowledge and skills:

The person specification lists the requirements for this post. The panel only consider information written on your application form and will assess this information against the person specification

References:

Any job offer will be conditional and subject to the receipt of satisfactory references. We reserve the right to withdraw a conditional offer of employment based on the references that we receive

Criminal convictions:

You will be asked to disclose details of unspent convictions. Having a criminal record does not automatically bar you from working with us but this will depend entirely on the conviction and the job that you have applied for

Data protection:

The information you provide will be held securely and in confidence. We process information in line with our Privacy Policy and the information we hold will, if you are appointed, be used to administer your employment with us.

By making an application, we assume that you agree to the processing of your data in accordance with our [Privacy Policy](#)

Equality, diversity, and inclusion:

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our communities. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Unless an 'Occupational Requirement' is in place for a vacancy and clearly stated as such, recruitment decision will be made solely on the basis of an applicant's ability and merit as measured against the criteria of the job