

HOST & WELCOME OFFICER

We are seeking to appoint a part-time Host & Welcome Officer, to be the primary point of contact at Twenty 7, our pioneering new community space.

Are you someone who:

- has an instinct for hospitality and welcome?
- wants to be part of a pioneering new community space in the heart of Pontefract?
- is aligned with the mission and values of the Methodist Church?

If the answer is yes, we'd love to hear from you.

We're looking for someone who can be the friendly face of our new community drop-in centre at Twenty 7, (27 Market Place), Pontefract. You'll be the first point of contact for visitors, offering a warm welcome, a listening ear, and simple hospitality in line with the mission and values of the Methodist Church in this New Place for New People. You can find out more here: www.methodist.org.uk/nnpn

For a full list of responsibilities, we encourage you to request an application pack.

A satisfactory enhanced disclosure from the Disclosure and Barring Service will be required.

NEXT STEPS & MAIN TERMS

Hours of work:	16.5 hours per week, ideally worked between 9:30 am and 3:00 pm on Tuesdays, Thursdays and Fridays. There may occasionally be the need to work on an evening or weekend, in agreement with your Line Manager.
Contract:	Two year Fixed Term Contract with the potential of extension, subject to review and funding.
Rate of pay:	£15.00 per hour, with enrolment in the Circuit's workplace pension scheme.
Location:	Based at Twenty 7 (27 Market Place), Pontefract, WF8 1AG
Next steps:	For more information and an application pack, please contact Tim Baker, Chair of the Steering Group via 07564 345571 or timbaker89@hotmail.com
Closing date:	Monday, 16 th February 2026 at 5:00 pm
Interview date:	Tuesday, 3 rd March 2026
Start date:	As soon as possible

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

www.aireandcaldercircuit.org.uk