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# Role Description

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| Role Title | **DISTRICT MANSE VISITS CO-ORDINATOR** | | |
| Reports to | District Property Secretary | Location | Home based |
| Time needed | Two hours per month | Remuneration | Voluntary role, with expenses reimbursed |

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| Role Purpose and Objectives |
| Under the standing orders of the Methodist Church each manse has to be inspected every five years to ensure that it is in a fit condition as a residence for the Minister and their family. |

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| Main Responsibilities |
| **Key responsibilities** *See Standing Order 965*   1. Maintain a list of manses in each circuit and arrange visits of these on a five year rolling programme. 2. Arrange visit in pairs, noting visitors should not be from the circuit being visited, including liaising with the superintendent about planning visits. 3. Ensure Schedule J is completed for each visit and keep records of them. 4. Ensure any recommendations following the visit are communicated to the manse residents and the circuit. 5. Receive feedback from the circuit on any work resulting from the visit. 6. Prepare an annual report for the Synod and reports to the District Property Committee. 7. Be a member of the District Property Committee and of Synod. |

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# Person Specification

**Role Title: DISTRICT MANSE VISITS CO-ORDINATOR**

**Skills Needed**

1. Understanding of confidentiality
2. Good listener
3. Competent administrator with experience of record keeping
4. Report writing

*No special property knowledge apart from general principles*