

**DIOCESAN BOARD OF FINANCE:
PROPERTY DEPARTMENT**

JOB PROFILE

JOB TITLE:	Property Administrator
ACCOUNTABLE TO:	Head of Property
KEY RELATIONSHIPS:	Church House SLT Archdeacons Clergy & Occupiers Property Team Finance Team

BACKGROUND

The Diocese of Leeds came into existence at Easter 2014 following the dissolution of the former dioceses of [Bradford](#), [Ripon & Leeds](#), and [Wakefield](#). It covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. The diocese has around 650 church buildings, housing stock of approximately 450 properties as well as glebe, farming and mineral interests.

The following information is furnished to assist staff joining the Diocese to understand and appreciate the work content of their post and the role they are to play in the organisation. However, it must be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail. It must also be noted that this job description may be reviewed from time to time, in conjunction with the post holder.

Our Values

The Diocesan values, Loving, Living, Learning, are vital to the way we encourage equality, diversity and inclusion in our workplace. We aim to:

- **Love** God, the world and one another.
- **Live** in the world as it is, but, drawn by a vision of something better, we want to help individuals and communities flourish,
- **Learn** when we get things wrong, by listening and growing together.

JOB DESCRIPTION

PRIMARY PURPOSE OF POST

- To work as part of a team and assist the Head & Property and Property Managers with the smooth and efficient running of the property department and to provide a first point of contact to the department in relation to housing in designated Episcopal Areas.

MAIN DUTIES AND RESPONSIBILITIES

- Maintaining and monitoring electronic maintenance records.
- Dealing with incoming calls, including general property enquiries.
- Contacting trades as required to arrange or progress work.
- Handling the process of moving in and out of new occupiers, liaising regarding dates, utilities, garden maintenance, council tax and water rates and similar items.
- Arranging inspection visits and processing inspection reports and maintaining the inspections and departmental diary.
- Issuing tender documents as requested and processing returned tenders.
- Processing, collating and sending out agendas for Property committees and advisory groups.
- Preparing letters and reports.
- Updating spreadsheets, eg expenditure, deeds records.
- Servicing departmental meetings and events including hospitality.
- Maintaining an electronic filing system.
- Coding and passing incoming payments to the finance office and coding and copying accounts for payments.
- Maintaining record of keys held and issuing and receiving keys when required.
- Basic maintenance of the Property Department webpage and updates to the education buildings web pages.
- Submission of insurance claims.
- Issuing rent demands, processing receipts and chasing arrears.
- Attending to the retrieval of deeds and files from storage.
- Assisting with processing and claiming grants and other payments in relation to properties including schools.
- Assisting with obtaining Trustees consents for school building works and other related property transactions.

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.

Person Specification Property Administrator

(E – Essential criteria, D = Desirable criteria)

	Sections		
1	Skills, knowledge and aptitudes	<p>The Administrator should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • good written and verbal skills; • experience of writing letters and accurate concise minutes/notes; • have ICT including keyboarding skills; • organising their time and working to deadlines; • organising appointments and arranging visits; • record keeping and information retrieval and dissemination of documentation; • using the internet to access relevant information; • knowledge of Data Protection legislation; 	<p>E E E E E E E D</p>
2	Qualifications, Training and Experience	<p>The Administrator should:</p> <ul style="list-style-type: none"> • have experience of: <ul style="list-style-type: none"> • writing letters and accurate, concise minutes/notes • organising meetings • record keeping, information retrieval and dissemination of documentation; • work as a member of a team; • be able to demonstrate a willingness to attend appropriate training and development. 	<p>E E E E E</p>
3	Personal Attributes	<p>The Administrator should:</p> <ul style="list-style-type: none"> • be a person of integrity; • have an understanding of confidentiality issues and the use of discretion; • be sympathetic to the needs of others; • have an openness to learning and change; • have good interpersonal skills. 	<p>E E E E E</p>
4	Disposition and Attitude	<p>The Administrator should:</p> <ul style="list-style-type: none"> • show their flexibility and adaptability to juggle a range of different tasks; • have an understanding of the structures of the Anglican Church; • have an empathy for the Anglican Church. • The aspiration to reflect the Diocesan values in both personal and professional conduct and communication with colleagues, diocesan stakeholders and other contacts. 	<p>E D D E</p>
5	Special Requirements	<p>The Administrator should:</p> <ul style="list-style-type: none"> • be able to co-ordinate administrative processes from first enquiries through to completion. 	<p>E</p>