

Sept 2021

JOB DESCRIPTION

1. Job Description **Property Coordinator**
2. Status **Full-time employee (35 hours per week)**
3. Department **Property Department**
4. Responsible to **Property Director**
5. Main Purpose of job

- **To be the first point of contact for those reporting repairs.**
- **To provide Executive level support to the Property Director.**
- **To develop, maintain and support the Propman property management database**

6. Principal duties

- 6.1 To integrate all existing property databases into Propman and to update and maintain the database of all Diocesan property, including houses, glebe land, etc.
- 6.2 To maintain and update the approved building contractors list held on Propman.
- 6.3 To act as the first point of contact for all clergy that are reporting issues or repairs required at their property. Ensuring that repairs are dealt with efficiently and within a reasonable timeframe.
- 6.4 To maintain and lead on the Property Department's document management filing system. To enter documents onto to document management system on behalf of members of the department.
- 6.5 To maintain a list of clergy moves (those joining, moving within and leaving the diocese) and a list of empty property, and to make this available to members of the department.
- 6.6 To arrange for security inspections at closed churches (and other designated buildings), following up with appropriate actions or taking advice as necessary. To keep a record of the inspections for insurance purposes.
- 6.7 To support the Property Director by providing confidential executive-level support, including: -
 - To manage and maintain the Property Director's electronic diary, and to ensure the accuracy of the information recorded in it.
 - To ensure that the Property Director has all necessary paperwork and information in advance of meetings and engagements, liaising with other members of the team, Diocesan staff and external people and organisations as necessary.

- To monitor the Property Director’s emails, noting major issues so as to be well informed in response to telephone or email inquiries. Re-direct enquiries or obtain further information, and act appropriately on any administrative matters that arise.
- To undertake any other tasks in support of the department as requested by the Property Director

7. Person specification

Qualifications, experience, skills and qualities required

Essential	Desired
Practical experience in the use of word processing, spreadsheet and database applications – in particular Microsoft Office applications.	Experience of property administration
Excellent verbal and written communication skills, including an ability to bridge the linguistic gap between technical providers and non-technical users.	An understanding of Grosvenor Systems Propman version X3 would be an advantage, but training will be provided.
Demonstrate a high level of numeracy and literacy.	
Must be able to demonstrate good customer care skills.	
Ability to work on own initiative, prioritise appropriately and self-organise.	
Ability to treat matters in confidence.	
Desire to contribute strongly to the collaborative working of the Property team.	
Sensitivity to the particular characteristics of work for a religious organisation.	

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

The post holder is required to:

- support the ethos, aims and objectives of Christianity, the Church of England and the Diocese;
- keep up to date with developments in their area of work;
- participate in performance management and appraisal;
- engage in training and continuous professional development activities;

The person appointed will be based in the Hove office.

Salary: Band 3 – starting salary of £25,000 pa