

## The Derby Diocesan Board of Finance Limited

### Property Administrator

### Job Specification

<b>Department:</b>	Diocesan Board of Finance
<b>Location:</b>	Church House, Full Street, Derby
<b>Accountable to:</b>	Head of Property
<b>Salary:</b>	£20,384 per annum
<b>Tenure:</b>	Full Time, 35 hours per week

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#### THE DIOCESE OF DERBY

The Church of England operates through 42 dioceses, or administrative regions, each under the oversight and care of a Diocesan Bishop, working with lay and ordained colleagues. The Diocese of Derby consists of the City of Derby, the County of Derbyshire and a small area of Staffordshire. The Church of England offers its ministry to all members of the community, in this case serving a population of over one million people. Within the Diocese there are 257 parishes and 330 church buildings, served currently by approx. 135 paid clergy. About 10,000 congregants attend Church of England worship regularly. There are also 111 church schools educating 5,000 children.

#### JOB SUMMARY

To assist with the efficient and effective management, administration, and maintenance of the Diocese's property portfolio. This includes Church House, parsonages, glebe and Diocesan Board of Finance (DBF) housing, the glebe land portfolio and other property within the Diocese where we may be required to provide assistance.

The property administrator will be the first point of contact for clergy, tenants, and trades people. You will be expected to deal with the enquiries in a professional and timely manner, signposting if necessary to the relevant person in the property team.

## KEY RESPONSIBILITIES

### Principal Tasks:

- Respond promptly and appropriately to general property enquiries, signposting as necessary.
- Check 'property inbox' and respond to enquiries as required.
- Arrange various inspections including Gas and Chimney sweeps.
- Arrange servicing, including alarms/fire, PAT testing as necessary.
- Book appointments for the Head of Property and the Building Surveyor including quinquennial inspections.
- Prepare documents and other materials to a clear brief, using established formats and standard software.
- Print mapping information as required using Mapinfo Pro.
- Update utility bills, owner occupier details.
- Deliver a range of administrative support services to Property team.
- Work collaboratively with other departments in Church House.
- Have an understanding of the key responsibilities undertaken by the Head of Property and be able to provide support in undertaking these key responsibilities during holiday cover/absence.
- Undertake any other duties commensurate to the post.

## KEY CONTACTS

Internal	External
Diocesan Secretary	Contractors
Head of Property	Letting Agents (Smiths)
Building Surveyor	PCC's
Property Officer	Clergy and Tenants
Other Diocesan Senior Management	Visitors and trade personnel
All DBF departments	Bishops Office

## Relevant Qualifications and Experience required

### Either:

Academic or vocational qualifications (NVQ 3, general education to A-Level, City and Guilds or equivalents).

### Plus:

Work experience in a relevant role.

Working knowledge of relevant IT systems, equipment, including standard software packages e.g., Microsoft 365 suite of products.

### **Skills, Abilities & Competencies**

- Excellent administrative skills and proven organisational ability.
- Initiative and judgment to resolve many problems independently with a clear understanding of when to pass on to the line manager.
- Ability to effectively deal with people who maybe upset, stressed or angry.
- Ability to communicate clearly orally and in writing.
- Numeracy skills.
- Familiarity with work priorities and those of colleagues.
- Understanding of relevant policies and procedures, as they affect the role, and the quality standards and outputs required.
- Ability to apply relevant health and safety and other Diocesan policies and procedures.
- Ability to assess data and information and identify problems as they occur.

### **Additional requirements for the role:**

- Committed team player.
- Self-motivated, proactive, and willing to take responsibility.
- Ability to maintain confidentiality and work sensitively with those affected by safeguarding issues.
- Able to demonstrate accuracy and attention to detail.
- Good working knowledge of Microsoft Word, Excel, and the internet; a familiarity with Access, Publisher, and PowerPoint.
- Willingness to receive training as appropriate.
- Patience and a sense of humour.
- Good understanding of GDPR.
- In sympathy with the aims and vision of the Church of England.

## TERMS AND CONDITIONS

The terms and conditions for this post are described below.

Employer:	Derby Diocesan Board of Finance Ltd Church House, Full Street, Derby, DE1 3DR
Line Manager:	Head of Property
Place of work:	Church House, Full Street, Derby, DE1 3DR and homeworking
Salary:	£20,384 per annum
Working hours:	35 hours per week (currently hybrid working)
Annual leave:	Full time holiday entitlement - 25 days plus statutory bank and public holidays. In addition, the DBF provide 5 further days paid leave which are to be taken on a discretionary basis as determined by the DBF. For part time staff the total holiday entitlement will be calculated based on the number of hours worked.
Pension:	Based on Auto Enrollment qualifying criteria employer contributions equivalent to 10% of the gross salary into an approved personal pension plan, paid monthly. If the Church workers pension fund is selected 9.5 % of the gross salary will be paid into the pension fund and .50% will be paid to life insurance.
Sickness/absence:	Company sick pay is paid during periods of absence and in accordance with company policy.
Expenses:	All reasonable working expenses will be met at the agreed Diocesan rates.
Termination:	The appointment is subject to a six-month probationary period and may be terminated by either party by one months' notice following the probationary period.