

Property Officer

Role Description and Person Specification



Overview:

Part time	17.5 hours per week
Term	1 year initial contract with possibility of extending to a further 3 years
Salary	£9919 per annum (£21,255 pro rata)
Working pattern	To be mutually agreed
Location of workplace	Base - St Thomas Church, Eccleston, St. Helens. Regular site visits required to fulfil the requirements of the role.
Accountable to	Initially to incumbent or Area Dean, later to the team Rector of the new Church St. Helens parish.
Employer	Church St. Helens Parochial Parish Council
Job Reference	PROPMAN01

Full training will be provided

12.5 days holiday per year + pro rata bank holidays
Nest pension – Additional voluntary Contributions possible
Free on-site parking

The successful candidate will require their own transport with expensed travel to off-site visits.

Introduction:

We are currently seeking a dedicated Property Officer to join our team in St. Helens. As the Property Officer, you will play a pivotal role in overseeing the effective building management of the Churches and Church halls in Church St Helens.

Your main responsibilities will include managing and coordinating maintenance schedules, legislative compliance, managing energy and insurance contracts while providing guidance and support to the wider Church St Helens team. You will help drive operational excellence, ensuring administrative systems are up to date, and promote a positive work culture that encourages growth and development.

If you possess strong organisational skills, exceptional attention to detail, and a natural ability to inspire and motivate others, we invite you to apply for this exciting opportunity.

What we are looking for:

We need someone who is an encourager of others, thrives when working in a team and loves to develop their understanding within new roles. You will work alongside local church leaders, Fit for Mission diocesan team and central resources team to grow into your new role.

In terms of qualities you will be someone who:

- is emotionally intelligent and self-aware
- is able to work autonomously and within a team
- is pragmatic and enjoys finding practical solutions
- has an ability to build strong relationships
- has excellent communication skills
- can effectively manage expectations and accomplish conflict resolution
- will deliver on expected outcomes
- has excellent time management skills
- is willing to challenge the status quo

Main Responsibilities:

- Manage an effective statutory planned maintenance schedule, using Microsoft Excel format, arranging contracts and site visits as appropriate
- Improve overall legislative compliance (e.g. boiler maintenance, electrical testing, fires extinguishers, legionella testing). Keep up to date with statutory maintenance requirements and promote best practice
- Ensure that the Diocese's net zero carbon by 2030 commitment is considered in all aspects of building maintenance, signposting churches to support sources where required.
- Provide day-to-day management of insurance and energy contracts, identifying areas for cost savings and innovation where practical.
- Identify other central purchasing opportunities.
- Regularly liaise with Church officers and volunteers across the Deanery
- Build good relationships and means of communication with those managing buildings day to day, assisting them with knowledge and experience. These people are usually Churchwardens or Assistant Churchwardens or other volunteers

Asset Registers, maintenance and Compliance

- Maintain and enhance an Excel-based register of all key assets (e.g. boilers, electrical equipment, fire equipment etc), their general condition, life cycle and value
- Compile and manage a live Excel-based Maintenance Diary to ensure that planned maintenance activities are carried out on time and up to date records are kept.
- Ensure legislative compliance within the portfolio
- Maintain appropriate electronic records for each building, both at site and centrally (including compliance certificates)

- Keep up to date with the latest information relating to buildings management. Regularly review current maintenance strategy and provide advice for change where appropriate
- Work with the Liverpool Diocesan Property team and relevant Parish representatives to ensure that Quinquennial Inspections are reviewed and any actions addressed

Procurement

- Maintain a visible register of preferred contractors
- Implement and monitor KPIs with all suppliers to provide satisfactory maintenance service delivered at best value. Hold review meetings on a quarterly basis
- Identify opportunities for cost savings through tendering, benchmarking, negotiation and value engineering
- Devise information that will identify key risks within the portfolio, to ensure that strategic decisions can be made
- Manage/tender key contracts for Insurance and Energy (centrally purchased)

In addition to the above the post holder will be required to carry out any other duties appropriate to the position held.

Person Specification:

Each of the following criteria will be assessed via: (a) application form; (i) interview

	Essential	Desirable
Competent administrator with associated qualifications (a) with a good standard of English (equivalent to GCSE) (a,i)	X	
Procurement qualification (a)		X
Able to maintain confidentiality across role (a,i)	X	
Experience of managing buildings and legislative compliance (a/i)		X
A proven record of organisational development and team management (a,i)		X
Excellent time management and ability to organise and prioritise workload to meet deadlines. (a,i)	X	
Ability to work autonomously (a,i)	X	
Experience of financial processes and procedures. (a/i)		X
Knowledge and understanding of Office Suite, cloud-based software (eg Teams/Video Conferencing) Willingness to learn new software to fit the role (Church Database/Finance package etc) (a,i)	X	
A commitment to the vision and values of the Diocese of Liverpool (a,i)	X	
Experience managing volunteers (a,i)		X
A member of the Church of England (a,i)		X
Accessing knowledge base when required to bring projects to completion (a,i)		X
Be in sympathy with the aims and ethos of the Church of England (a,i)	X	
Evidence of Christian faith (a,i)		X

Change of employer note: Under TUPE guidelines, as of January 2024 the postholders employment will move from St Helens PCC to Church St Helens.

Closing date: 18th August 2023

Interview date: w/c 4th September 2023

Start date: To be discussed with successful candidate.