

Job Description

Job Title: Property Officer

Hours of Work: Full-time, 35 hours per week

Reporting to: Property Manager

Normal Place of Work: Church House, Daresbury Park, Warrington, WA4 4GE, with some hybrid working available

Remuneration: £26,612 - £28,711 depending upon skills and experience

Job profile

To assist and support the Property Manager in providing efficient and effective management of the Diocese's property portfolio.

Duties and key responsibilities:

- To maintain the Quinquennial Inspection programme for all parsonages owned and administered by the Diocesan Board of Finance. Process QI reports, allocate recommended work to contractors and instruct and monitor the works programmes within the agreed financial and authority limits.
- Interregnum Inspections — arrange inspection appointments with parishes and implement agreed schedule of works as identified by the Property Manager and Archdeacon.
- Reactive repairs — respond promptly, professionally and realistically to all requests from clergy, their families or contractors, in a sensitive and tactful manner. Instruct appropriate contractors to carry out necessary repairs up to agreed financial limits or refer to Property Manager where appropriate.
- To obtain quotations for works in a competitive and cost-effective manner, if required.
- To liaise with clergy and contractors, to obtain confirmation work has been completed in a satisfactory manner.
- To instruct emergency works as necessary.
- To liaise with specialist organisations within the construction and maintenance industries, including Architects, Structural Engineers, Heating and Electrical Engineers, Draining Engineers, General Builders,
- Insurance Loss Adjusters, Arboriculturists, Council Planning Departments, Security Alarm Installers and main utilities as required.
- To deal with contractors regarding all aspects of their work, including management of the periodic compliance checks – ie. Gas safety inspections, Electrical inspections and Asbestos management programs, ensuring that all inspections are carried out by the

required deadline, test certificates are obtained, and additional work is carried out as required, and property records are updated.

- To maintain an accurate record of works in progress and costs.
- Process all incoming invoices for approval by the Property Manager.
- To establish and maintain computerised and other records, statistics and information systems in respect of parsonage and other houses for which the Diocese is responsible, and glebe and other property owned by the Diocese.
- To liaise as necessary with the Property Manager, Diocesan Secretary, the Head of Finance and the Accounts Department on financial and other matters relating to houses and glebe.
- To deputise for the Property Manager when they are away from the office, making urgent decisions in their absence in line with diocesan policy.
- To assist the Property Manager as necessary, with the sale and purchase of parsonage houses.
- To assist the Property Manager as necessary, with the rental of parsonage houses or glebe.
- Deal with enquiries from the Diocesan Registrar and legal teams and serve formal notices under the Parsonages Measure as required and in conjunction with the Property Manager.
- To assist the Property Manager generally in the administration of the work for which they are responsible.
- Manage grant applications including those to Marshall's Charity as requested by the Property Manager.
- To undertake secretarial duties for the Houses & Glebe Sub-Committee, including preparation of documentation and circulation of Agenda, Minutes and Property Spreadsheets. Attend and take minutes of the Houses & Glebe Sub-Committee meetings.
- To prepare and submit insurance claims to the diocese's insurers (Ecclesiastical Insurance) - including liaising with loss adjusters, monitoring claims and preparing all support documentation as appropriate, and instructing approved works when authorised.
- Liaise with the Archdeacons office & HR Departments re welcoming /vacating clergy as required
- To deal with council tax and utility accounts queries in conjunction with the finance department, including liaison with local authorities and parishes where necessary.

Such other duties of a similar nature that the management may, from time to time require.

This job description does not form part of your Contract of Employment

April 2025