

Diocese of Brentwood

JOB DESCRIPTION

JOB TITLE:	Property Assistant- Full Time
DEPARTMENT:	Property Office
LOCATION:	Cathedral House
RESPONSIBLE TO:	Diocesan Director of Property
ACCOUNTABLE TO:	The Bishop's Delegate

OVERALL PURPOSE OF JOB:

To provide a comprehensive, effective and efficient administrative support service to the Diocesan Director of Property and the Property Office team.

Working full time based in the office.

MAIN RESPONSIBILITIES:

1. To be the first point of contact for Diocesan property occupiers, priests, parish staff, volunteers, service contractors, insurers and other professionals. Handling queries and requests where possible or routing to other team members.
2. Assist in the co-ordination of information to support the set up and on-going management of various Diocese wide property management contracts.
3. Liaise with parishes on a regular basis, by phone and email, to gather supporting information as required for matters including health & safety updates, building works progress and insurance claim progress.
4. Assist with the preparation of reports, budget information, upkeep of databases/trackers and extraction of relevant data as required.
5. Management of meeting arrangements (including virtual meetings) and take meeting notes as required.
6. Assist the Property team with various project work liaising with key stakeholders, collating and processing information as necessary to track and monitor progress.

7. Assist with arrangements for the Sub-Committee meetings including managing meeting dates, invites, preparation of supporting documentation and welcoming visitors. Confidence in the use of Microsoft Office tools to prepare presentations, dashboard reports, tables, charts etc.
8. Monitor, track, process and file invoices liaising with the Finance team, suppliers and other team members to ensure timely payment.
9. To be responsible for maintaining all Property Office files (both paper and electronic) including sorting information ready to be archived to either the Diocesan Archives and/or off-site archive facility etc
10. To carry out other general administrative duties within the Property Team including correspondence, filing, copying and scanning as appropriate.

Notes:

1. You will be expected to produce work to a high standard and to promote quality at all times.
2. You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
3. The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
4. You will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.
5. If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct
6. Smoking is not permitted while on duty or in uniform (where this is worn).
7. Employees must be prepared to work flexibly to meet the changing needs of the organisation.

EQUAL OPPORTUNITIES

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

CHANGES TO THIS JOB DESCRIPTION

Any changes to job descriptions must be operationally required and approved with the staff member, line manager and then authorised by the Senior Manager and HR.

Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.

No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.

The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

Date of Job Description:

Post-holder in receipt and agreement of job description:

Signature

Name (please print).....

Manager's Signature

Name (please print).....

Review date

PERSON SPECIFICATION – Property Assistant

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
Good general education including GCSE English and Mathematics	✓	
SKILLS AND EXPERIENCE		
Previous experience working in and administrative role within a building or facilities management context.	✓	
Demonstrable experience of office administration including document preparation, filing, diary management, managing job trackers and liaising with internal and external stakeholders.	✓	
Proven ability to manage, manipulate and update information and data using spreadsheets/databases (i.e. SafetyToolbox)	✓	
Ability to work under pressure and to meet deadlines.	✓	
Ability to work on own initiative as well as part of a team.	✓	
Ability to communicate effectively with a range of people and organisations establishing an air of assertiveness, clarity and approachability.	✓	
Ability to Identify problems, make recommendations and suggest solutions or improvements.	✓	
Ability to compile data from a variety of sources and produce reports.	✓	
Pays close attention to detail, accuracy and completeness.	✓	
Completes work in a timely and consistent manner.	✓	
Strong Excel skills (including manipulating data to produce dashboard style reports)		
Social media skills- experience of keeping communication platforms up to date (i.e., Intranet, Website, Bulletins)		✓
KNOWLEDGE		
Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese.	✓	
Understanding of Occupational Health & Safety requirements		✓
Working knowledge of Microsoft Office including Power point, Word, Excel, Teams and Access.	✓	

ADDITIONAL REQUIREMENTS/INFORMATION (e.g., hours, shift work, travel)		
Ability to travel to all Diocesan sites and others that are deemed necessary in fulfilling the role.	✓	