

<b>Synod Property Officer</b>	
<b>Job Description</b>	
<b>Post title</b>	<b>Synod Property Officer</b>
<b>Responsible to</b>	The Synod Clerk as the Employer's Representative
<b>Reporting to</b>	The Appointed Line Manager responsible for overall performance of the staff member and his/her effectiveness in the role.
<b>Salary</b>	<b>£35,000 - £45,000 per annum</b> depending on qualifications and experience. (Full time of 37.5 hours per week).
<b>Working practices</b>	The post is based at the Synod Office, East Croydon URC, Addiscombe Grove Croydon CR0 5LP. Normal working hours Monday to Friday 37.5 hours per week. Occasional attendance will be required at evening and weekend meetings and events. Regular travel will be expected including site visits to churches, manses and other sites within the Synod as required.
<b>Introduction</b>	As Synod Property Officer, you will have an in-depth knowledge of property management, building construction and regulations along with facilities management. This post will involve working with Property Advisers in the Synod/United Areas.
<b>Job purpose</b>	<ul style="list-style-type: none"> <li>• Lead on capital projects.</li> <li>• Provide suitable governance and process.</li> <li>• To have oversight of the properties including listed buildings for which the Trust is responsible, advising the Trust and churches on current legislation and industry best practice, to ensure that buildings are safe, meet the requirements of legislation and are suitable for purpose.</li> <li>• To assist and support local churches in the management of property lease negotiations, acquisitions and disposals, maintenance and renewals.</li> <li>• Facilitate and develop new and existing contacts with architects, consultants and contractors and maintain a directory.</li> <li>• To oversee the management of the Synod Manse Policy.</li> </ul>
<b>Main duties and responsibilities</b>	<b>Property:</b> <ul style="list-style-type: none"> <li>• Deputise for the Trust Secretary as required.</li> <li>• Secretary to the Synod Listed Buildings Advisory Committee (LBAC).</li> <li>• Have oversight of the Synod Volunteer Property Advisers and liaise, when necessary with Pastoral Committees.</li> <li>• Advice to local churches and Synod staff on processes in a timely manner.</li> <li>• Ensuring priority is given to property matters with pastoral implications.</li> <li>• Ensuring an up to date data base is maintained including information on the Southern Synod Website.</li> <li>• Arranging the acquisition and disposal of properties as instructed.</li> </ul>

<p><b>Main duties and responsibilities (continued)</b></p>	<ul style="list-style-type: none"> <li>• Responding to building related enquiries in a timely manner, logging and monitoring as required.</li> <li>• Ensure relevant action is taken where Health and Safety issues have been identified.</li> <li>• Arrange and attend site meetings as required.</li> <li>• Oversight of the Synod Manse Policy and Standards.</li> <li>• Ensuring regular surveys of Synod owned properties are undertaken as required.</li> <li>• Ensuring a suitable client team is in place for major projects.</li> <li>• To be aware of the work generated by Quinquennial Surveys.</li> <li>• Annually review of office procedures and processes updating as required.</li> </ul> <p><b>Training:</b> Attendance at necessary training to keep abreast with current legislation and good practice, with the prior agreement of the Line Manager.</p> <p><b>Advice, consultancy, and development work:</b></p> <ul style="list-style-type: none"> <li>• Offer advice to Convenor of Property Committee on all property matters.</li> <li>• Provision of up to date information on current legislation, including Health &amp; Safety requirements.</li> <li>• Offer advice and support to local churches on all property matters and where possible, provide names of suitable architects, consultants and contractors.</li> <li>• Develop and manage a process for ensuring the Synod and local churches can be proactive where major redevelopments are being considered in the vicinity of church properties.</li> </ul> <p><b>Additional Duties:</b></p> <ul style="list-style-type: none"> <li>• Work in collaboration with other staff especially the Finance Officer on a day to day basis.</li> <li>• Assist with other duties as requested by the Synod Officers.</li> </ul> <p><b>Links and Liaisons:</b></p> <ul style="list-style-type: none"> <li>• Synod Trust Body.</li> <li>• Synod/United Areas.</li> <li>• Synod Listed Buildings Advisory Committee (LBAC).</li> <li>• URC Law and Policy Advisory Group (LPAG).</li> <li>• URC Property, Legal and Trust Officers (PLATO).</li> <li>• Be part of the Southern Synod Staff meetings and attend Synod Together, and Synod/United Area meetings as appropriate to the role.</li> <li>• Professional bodies and National organisations relevant to the role.</li> </ul> <p><b>Accountability:</b></p> <ul style="list-style-type: none"> <li>• The post holder will have a Line Manager and they will meet every 6-8 weeks. Annual Appraisals will be conducted.</li> <li>• The post holder is accountable for Property issues through the Convenor of the Property Committee to Synod Officers and for Trust issues through the Convenor of Synod Trust.</li> </ul>
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<b>Expected Standards</b>	<p><i>This section refers to the way in which the job is done rather than the duties/responsibilities.</i></p> <p><b>1. Communication</b> Promote a culture of open and effective communication to enable constructive relationships with colleagues and internal and external contacts.</p> <p><b>2. Equality &amp; Diversity</b> Actively foster an environment which nurtures equality and cherishes diversity.</p> <p><b>3. Health Safety &amp; Security</b> Promote, monitor and maintain best practice in health, safety and security.</p> <p><b>4. Customer Service</b> Work collaboratively to develop a customer service culture which fosters continuous improvement.</p> <p><b>5. Personal and People Development</b> Take responsibility for own personal development and support the development of others to enhance their skills and knowledge.</p> <p><b>6. Data Protection</b> Promote, monitor and maintain best practice in data protection principles and practice.</p> <p><b>7. Safeguarding</b> Ensure good safeguarding practice is maintained.</p>
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*This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time in order to meet organizational or departmental needs and this job description will, therefore, be subject to periodic review and change if required.*