

Synod Property Officer			
Person Specification			
REQUIREMENT	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and Qualifications	<ul style="list-style-type: none"> Experience in Property Management, Construction or Facilities Management. 	<ul style="list-style-type: none"> Chartered General Practice Surveyor or equivalent qualification. 	Application Form/ CV/ Interview
Experience	<ul style="list-style-type: none"> At least 5 years' experience in Property Management. Recent or ongoing experience in Construction or Facilities Management. Leadership experience. 	<ul style="list-style-type: none"> Experience of working with Listed Buildings. Experience of Charity Commission requirements. Heading up a team 	Application Form/ CV/ Interview
Knowledge	<ul style="list-style-type: none"> Legal requirements for acquisition and disposal of property. Health and safety requirements. Construction Contracts. Knowledge of Listed Building requirements. 	<ul style="list-style-type: none"> Knowledge of the structures of the United Reformed Church. 	Application Form/ CV/ Interview
Skills and Abilities	<ul style="list-style-type: none"> A good level of computer literacy including Microsoft suite. Good communicator, both written and oral, with professions and volunteers within local churches. A high level of skill in assessing and understanding legal documents, contracts etc. Clear record keeping and forward planning. Ability to manage own time. Ability to work as a team member. Experience in managing others. 	<ul style="list-style-type: none"> Ability to work with individuals and churches who may have little knowledge of property requirements. Understanding the opportunities and constraints of working in the Charity environment. 	Application Form/ CV/ Interview/ Practical Test

Other	<ul style="list-style-type: none"> • A passion for helping churches fulfil their mission through their properties. • Willingness to learn about and work within the structures of the URC. • A clean driving license and willingness to travel around the Synod. 	<ul style="list-style-type: none"> • Openness to new ideas and ways of working. • Understanding the place of the church in the local community. 	Application Form/ CV/ Interview
--------------	---	---	------------------------------------