

<b>Southern Synod Property Administrator</b>	
<b>Job Description</b>	
<b>Post title</b>	<b>Southern Synod Property Administrator.</b>
<b>Responsible to</b>	The Synod Clerk as the Employer's Representative.
<b>Reporting to</b>	The Synod Property Officer on day to day matters. A Line Manager is responsible for overall performance of the staff member and his/her effectiveness in the role.
<b>Salary</b>	<b>£25,000 - £30,000 per annum</b> depending on qualifications and experience; Full time (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. Regular travel will be expected including site visits to churches, manses and sites within the Synod as required. Occasional attendance will be required at evening and weekend meetings and events.
<b>Job purpose</b>	<ul style="list-style-type: none"> <li>• To support the Synod Property Officer in property matters for which the Synod Trust is responsible.</li> <li>• To assist and support local churches in the management of property including lettings, maintenance and minor works.</li> <li>• To manage the day to day operation of the Synod Manse Policy.</li> <li>• Maintain suitable record management for all capital, facilities management and property service activities.</li> </ul>
<b>Introduction</b>	As Synod Property Administrator, you will have general knowledge of property management, building construction and facilities management particularly in respect of the domestic housing stock of manses. <ul style="list-style-type: none"> <li>• This post will involve working with the Property Advisers in the Synod/United Areas.</li> </ul>
<b>Main duties and responsibilities</b>	<p><b>Property matters:</b></p> <ol style="list-style-type: none"> <li>1. Deputise for the Synod Property Officer as required.</li> <li>2. Liaise, when necessary, with Synod/United Area Pastoral Committees particularly on matters concerning Manses.</li> <li>3. Management and monitoring of the Synod Manse Policy.</li> <li>4. Maintaining up to date details of all manses.</li> <li>5. Advise the Synod Property Officer on the acquisition and disposals of manses.</li> <li>6. Ensuring priority is given to property matters with pastoral implications.</li> <li>7. Advice to local churches and Synod staff on processes in a timely manner.</li> <li>8. Responding to building related enquiries in a timely manner.</li> <li>9. Arrange and attend site meetings as required.</li> <li>10. Maintenance of Property information on website.</li> <li>11. Arranging for regular surveys of Church Manses and other Synod owned properties including Quinquennial surveys.</li> </ol>

<p><b>Main duties and responsibilities (continued)</b></p>	<p>12. To be aware of the work generated by Quinquennial Surveys and monitor progress.</p> <p>13. Prepare agendas and take minutes at the quarterly Property meetings.</p> <p>14. General office duties relevant to the post.</p> <p><b>Training:</b> Attendance at necessary training to keep abreast of current legislation and good practice, with the prior agreement of the Line Manager.</p> <p><b>Advice, consultancy, and development work:</b></p> <ol style="list-style-type: none"> <li>1. Offer advice to the Convener of the Synod Property Committee on all property matters particularly in connection with Manses.</li> <li>2. Provision of up to date information on current legislation, including H&amp;S requirements.</li> <li>3. Offer advice and support to local churches on manse matters, and other general property matters</li> </ol> <p><b>Additional Duties:</b></p> <ol style="list-style-type: none"> <li>1. Work in collaboration with other staff especially the Finance Officer on a day to day basis.</li> <li>2. Assist with other duties as requested by the Synod Officers.</li> </ol> <p><b>Links and Liaisons:</b></p> <ol style="list-style-type: none"> <li>1. Finance &amp; Property Committees.</li> <li>2. Synod Trust Body.</li> <li>3. Synod/United Areas.</li> <li>4. Be part of the Southern Synod Staff meetings and attend Synod Together, and Synod/United Area meetings as appropriate to the role.</li> <li>5. Professional bodies and National organisations.</li> </ol> <p><b>Accountability:</b></p> <ol style="list-style-type: none"> <li>1. The post holder will have a Line Manager and they will meet every 6-8 weeks for One-to-One sessions and Personal Development Review (PDR) will be conducted annually.</li> <li>2. The post holder is accountable for Property issues through the Synod Property Officer and Convener of the Synod Property Committee to Synod Officers.</li> <li>3. For Trust issues, through the Synod Property Officer to the Convener of Synod Trust.</li> </ol>
<p><b>Expected Standards</b></p>	<p><i>This section refers to the way in which the job is done rather than the duties/responsibilities.</i></p> <ol style="list-style-type: none"> <li><b>1. Communication</b> Promote a culture of open and effective communication to enable constructive relationships with colleagues and internal and external contacts.</li> <li><b>2. Equality &amp; Diversity</b> Actively foster an environment which nurtures equality and cherishes diversity.</li> <li><b>3. Health, Safety &amp; Security</b> Promote, monitor and maintain best practice in health, safety and security.</li> <li><b>4. Responsiveness</b> Work collaboratively to develop a customer service culture which fosters continuous improvement in a way that is responsive to those you are dealing with.</li> </ol>

<b>Expected Standards (Continued)</b>	<p><b>5. Continuous improvement</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.*