

Synod Property Administrator

Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and Qualifications	<ul style="list-style-type: none"> A Nationally recognised qualification leading to member of RICS. 		CV/ Interview
Experience	<ul style="list-style-type: none"> Some experience in Property Management including experience in Construction. 		CV/ Interview
Knowledge	<ul style="list-style-type: none"> Requirements for acquisition and disposal of property. Understanding legal documents, contracts etc. Health and safety requirements. Construction Contracts. 	<ul style="list-style-type: none"> Listed Building requirements. Knowledge of the structures of the United Reformed Church 	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 professionals and volunteers within local churches. Clear record keeping and forward planning. Ability to manage own time. Ability to work as a team member. 	<ul style="list-style-type: none"> Ability to work with individuals and churches who may have no knowledge of property requirements. Understanding the opportunities and constraints of working in the Charity environment. 	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 licence 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. 	CV/ Interview