**DIOCESAN BOARD OF FINANCE**

Job Description and Person Specification

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| **JOB TITLE** | Property and Facilities Coordinator |
| **REPORTS TO** | Property Surveyor  |
| **SALARY** | £28,000 per annum |
| **HOURS** | 35 hours  |
| **DURATION** | This is a permanent contract for a fulltime role |
| **LOCATION**  | Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YUThe contractual location will be our Diocesan office in Stoke Gifford, however there will be an opportunity to explore and agree hybrid working arrangements which strike the right balance for the role holder and the Diocese. There may be the occasional need for out of normal office hours working (e.g. to attend events), for which time off in lieu will be granted. The role may involve travel throughout the Diocese Travel expenses will be reimbursed in line with the Diocesan Expenses Policy. |

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| **JOB SUMMARY** |
| To manage a range of responsibilities in relation to the Diocese’s property to ensure all are managed effectively and to a high standard. |

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| **KEY RELATIONSHIPS**  |
| * Archdeacons and PA to the Archdeacons
* Bishop of Bristol’s Office
* Clergy
* Clergy Families
* Tenants
* Government Agencies
* Local Authority Officers
* Utility Companies
* Solicitors
* Contractors
* Consultants
* Estate Agents
* Property & Finance Teams
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**SAFEGUARDING**

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

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| **MAIN RESPONSIBILITIES**  |
| To be responsible for general administration and record keeping, including but not limited to: * Monitoring the property email inbox and answering telephone calls from clergy, tenants, contractors and others - taking action accordingly, including placing orders with contractors for repairs and maintenance of properties (applying judgement in what can be arranged immediately and what needs consultation with other team members).
* Managing incoming works via Fixflo and monitoring progress of property repairs, including follow-up with contractors.
* All matters related to electricity and gas supply from utility companies and communication with them for any billing or metering issues. Keeping records of meter readings and dealing with payments for electricity and gas for vacant properties, including properties being re-let.
* Taking responsibility for maintaining records for Council Tax and Water rates, and vacant property billing and understanding when exemptions apply, liaising with local authorities and water authorities regarding unoccupied and tenanted properties, and processing payments.
* All insurance matters related to the diocesan properties and communication with insurance agents, their consultants/contractors as well as the occupants of the property as necessary.
* Carrying out the payment runs, coding invoices for approval and updating budget trackers.
* Assisting with the maintenance of the key register.
* Work with the Property Officer (Lease and Tenancy) to produce up to date inventories prior to clergy occupation and reviewing inventories following clergy moves.
* Manage all property team queries and issues within Hillside House and act as the main point of contact between the team and the Landlord.
* Support the Property Team Managers and oversee/ action any health and safety related matters within Hillside House and safely manage any contractor works within the office.
* Monitor and update risk assessments, incident logs, and H&S records. Ensure that first aid kits, fire extinguishers, and evacuation procedures are current.
* To be a fully contributing member of the Property Team, to acquire knowledge of the work of the other team members and to support the team as a whole. Be the “go-to” person for staff reporting office issues (maintenance, facilities, etc.) Help plan and deliver small office projects (e.g., workstation moves, refurbishments, movements for training events).

The role may also include additional duties as directed by management, which may fall outside the responsibilities listed above. * To gain a full understanding of current record-keeping systems, including spreadsheets, property database and filing systems, and to be responsible for safe storage of legal and other documents arising from the work of the team.
* To liaise with the Property Surveyor and Property Officers to prioritise and manage workload.
* Support and provide cover, on occasion, for the wider Estates team.
* Support the wider office operations on a rotational basis.
* To gain general knowledge and understanding of the work of the whole Diocesan Support Services.
* To undertake such other duties as the Property Manager shall reasonably require from time to time.
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| **PROPERTY COORDINATOR PERSON SPECIFICATION**To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria outlined in the vacancy description. |
| Attributes | Essential  | Desirable  |
| Experience  | * Experience, or equivalent experience, of working with a range of stakeholders, including volunteers and contractors
* Experience, or equivalent experience in the administration and coordination of teams, committees or work programmes.
 | * Experience of reading and interpreting legislation.
* Experience of working in an estates or facilities team.
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| Education/ Qualifications  | * GCSE’s and A levels OR equivalent experience
 | * College/Vocational Qualification
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| Skills/ Ability  | * Strong time management skills and the ability to manage multiple processes.
* Evidence of a structured and organised working style.
* Ability to analyse and interpret numerical and narrative data to support work programmes and plans.
* Adept at using work applications (such as MS Office) to its full potential and to navigate new software.
* Able to demonstrate excellent writing ability for a variety of formats.
* Ability to listen and communicate effectively.
* Ability to respond sympathetically and professionally to stakeholders.
* Adept at decision-making and multitasking.
* A high level of integrity, ability to maintain confidentiality and exercise discretion
* Ability to think on your feet and use initiative appropriately.
 | * To have knowledge and understanding of the Church of England, particularly in relation to ecclesiastical law in respect of the management and ownership of church property.
* Excellent stakeholder management and negotiation skills
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| Personal  | * Respectful and comfortable with the Christian ethos and objectives that underpin our work
* Willingness to work under direction and receive delegation.
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**Date:** August 2025