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**JOB TITLE:** Property Department Administrator

**EMPLOYER:** Peterborough Diocesan Board of Finance

**DEPARMENT:** Administration

**LINE MANAGER:** Diocesan Property Officer

**THE CONTEXT, OPPORTUNITIES AND CHALLENGES OF THIS ROLE**

The Diocese of Peterborough is a living, growing network of churches, chaplaincies and schools covering Northamptonshire, the part of Cambridgeshire formerly known as the Soke of Peterborough (i.e. the area of the present day city of Peterborough north of the river Nene) and the County of Rutland. Its total population is c917,000.

The Diocesan Property Office manages the property portfolio which extends to 200 clergy

houses. In addition, the office supports the managing agents in the management of

4,555 acres of glebe land.

**Job Purpose**

The Diocesan Property Office Administratoris the key person for ensuring the Diocesan Property Office functions efficiently and effectively and works with the Diocesan Property Officer to ensure the department provides an exceptional level of service whilst operating within budget.

**Responsibilities**

* To be the first point of contact for all enquiries from clergy, their families and any contractors relating to clergy housing.
* To deal with all routine matters relating to the maintenance of clergy housing, liaising with the Diocesan Surveyors, other agents and contractors to ensure that all works are completed efficiently. This includes managing the boiler servicing and maintenance process and associated records; managing the alarm maintenance contract and associated schedule, proactively booking works when due;
* To process any maintenance works needed on clergy housing, ensuring the property officer has full details from which to make contracting and pricing decisions. Authorising works up to the value of £750.00 and referring expenditure over this to the Property Officer for authorisation; keep the purchase requisitioning system up to date with all works ordered; keep clergy occupants up to date with works progress from end to end.
* To ensure all maintenance work is inspected and signed off as ‘approved’ when it is appropriate to do so. Referring any matters for discussion to the Property Officer to deal with.
* To keep a schedule of when Quinquennial Inspections of clergy houses are due and supply a list to the Diocesan Surveyors on an annual basis. Ensure copies of the Quinquennial Surveys are available two weeks prior to the Houses Committee Meeting to enable members to discuss and approve works. Send copies of the Quinquennial Reports to the Incumbents.
* To manage vacant properties in a timely and efficient manner, ensuring all maintenance work is up to date, properties are secure, and inspection visits are conducted by the Diocesan Surveyors and the Property Officer as required. To ensure all utility bills are processed in a timely manner, to advise the relevant local and water authorities of the period of vacancy. To keep up to date records.
* To maintain a ‘key’ register in the Diocesan Property Office to ensure the whereabouts of keys are known at all times. Ensure safe return of keys when works are complete or properties vacated.
* To act as Minute Secretary to the Houses Committee and Glebe and Trust Committee, to prepare agendas and minutes of the meetings and to follow up its decisions. To ensure that draft minutes are written up within 48 hours of meetings taking place.