

## DIOCESAN BOARD OF FINANCE

### Job Description and Person Specification

<b>JOB TITLE:</b>	<b>Property Team Administrator</b>
<b>TEAM:</b>	Property Team (Finance and Asset Management)
<b>DURATION</b>	Permanent
<b>LINE MANAGER:</b>	Diocesan Surveyor
<b>RESPONSIBLE FOR:</b>	n/a

#### **JOB PURPOSE** *(concise and broad statements in one or two paragraphs stating why the job exist)*

To provide effective administrative and secretarial support functions for the Head of Property and the wider DBF Property Team. With the aim to deliver the Diocese of Salisbury requirements to maintain their Clergy Housing portfolio.

#### **DUTIES AND RESPONSIBILITIES**

- To accurately type reports, specifications and schedule of works, letters and contract documents and instructions.
- Help analyse repair requests from households and instruct contractors directly on minor repairs.
- To arrange appointments for the Diocesan Surveyor/Property Manager.
- Maintain and management of property files.
- Record, input and update database systems.
- Control Quinquennial inspections and the collation of the QQ reports together with the ordering of arising works.
- Provide support to the Repairs coordinator with telephone and email enquiries from clergy, suppliers and contractors.
- Maintain paper and digital filing systems and ensure records and documents held comply with GDPR.
- Liaise with other staff members on behalf of the Property Department and maintain strong working relationships with other relevant departments and external organisations.
- Obtain quotations for works and raise related Purchase orders.
- Check and process submitted invoices.
- Liaise with households to ensure expectations are managed and met where possible.
- Coordinate required data for and update contractor lists.

Tel: 01722 411922 [www.salisbury.anglican.org](http://www.salisbury.anglican.org)

The Salisbury Diocesan Board of Finance is a company limited by guarantee registered in England and Wales, no. 17442  
Registered charity no. 240833. Registered Office: Diocesan Office, Church House, Crane Street, Salisbury SP1 2QB

- Produce and monitor feedback survey forms from Clergy and manage the customer satisfaction process.
- Deputise and support the Repairs Coordinator when required.
- Carry out other tasks as deemed appropriate by the Diocesan Surveyor and Property Manager.

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

#### ADDITIONAL INFORMATION

The post holder must always undertake activities in accordance with legislative and regulatory requirements.

The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.

In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a “time off in lieu” basis.

## Person Specification

Attributes	Essential (or expected to train/qualify to that standard)	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>▪ Good standard of English and Math’s such as educations to GCSE level or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>▪ City and Guilds level 2 in Business Administration or equivalent.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Good knowledge of literacy and education.</li> <li>▪ Experience of working as an Administrator in a busy team.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Basic knowledge and understanding of the structures of the Church of England.</li> <li>▪ Understanding of the repairs service process and procurement process</li> </ul>

Tel: 01722 411922 [www.salisbury.anglican.org](http://www.salisbury.anglican.org)

The Salisbury Diocesan Board of Finance is a company limited by guarantee registered in England and Wales, no. 17442  
Registered charity no. 240833. Registered Office: Diocesan Office, Church House, Crane Street, Salisbury SP1 2QB

Attributes	Essential (or expected to train/qualify to that standard)	Desirable
		with experience in a property team or similar.
<b>Competencies</b> <i>(specific skills, knowledge and attributes required for the role)</i>	<ul style="list-style-type: none"> <li>▪ Competent in using MS word and Outlook.</li> <li>▪ Experience in using bespoke data bases.</li> <li>▪ Good communication skills capable of relating well to a wide range of people with varying expectations, whilst applying tact and discretion.</li> <li>▪ Ability to maintain confidentiality and handle sensitive information appropriately and within GDPR.</li> <li>▪ A high level of accuracy and attention to detail.</li> <li>▪ Works well within a team but capable of working independently.</li> <li>▪ Ability to meet deadlines.</li> <li>▪ Hard working and dedicated to providing a quality service.</li> <li>▪ Strong customer focus with the ability to build and maintain positive working relationships with internal and external stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in using MS excel.</li> <li>▪ Familiarity in working in a virtual environment, using software such as Teams, SharePoint, zoom etc.</li> <li>▪ Some knowledge of Housing and associated repairs and technical matters.</li> </ul>
<b>Behavioural Requirements</b> <i>(generic soft skills required for the role based on the grade)</i>	<ul style="list-style-type: none"> <li>▪ Ability to organise self, prioritise and manage tasks.</li> <li>▪ Willingness to learn and undertake training if required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Positive can-do attitude.</li> </ul>

**Employee Name:**

**Line Manager Name:**

Tel: 01722 411922 [www.salisbury.anglican.org](http://www.salisbury.anglican.org)

The Salisbury Diocesan Board of Finance is a company limited by guarantee registered in England and Wales, no. 17442  
Registered charity no. 240833. Registered Office: Diocesan Office, Church House, Crane Street, Salisbury SP1 2QB

**Signature:**

**Signature:**

Tel: 01722 411922 [www.salisbury.anglican.org](http://www.salisbury.anglican.org)

The Salisbury Diocesan Board of Finance is a company limited by guarantee registered in England and Wales, no. 17442  
Registered charity no. 240833. Registered Office: Diocesan Office, Church House, Crane Street, Salisbury SP1 2QB