

DIOCESE OF SALFORD

Job Title:	Property Administrator		
Department:	Department for Property		
Responsible to:	Director of Property and Facilities Management		
Location:	Cathedral Centre, 3 Ford Street, Salford, M3 6DP.	Travel Required:	No.
Level/Salary Range:	£23,793 – £25,488 Per annum - Dependent on skills & experience	Position Type:	Full Time, permanent
Hours of Work:	35 hours per week to be worked Monday to Friday, 9 am to 5 pm with one hour for lunch to be taken by arrangement.	Holidays	25 days per annum, plus 8 statutory bank holidays and 5 closure days (4 days over the Christmas/New Year period and 1 day Maundy Thursday)
Overview and job purpose:			
<p>Provide high quality clerical and administrative support to the Director of Property and Facilities Management and the wider Property Team. In addition the role includes support to the finance team, providing supplier confirmation, invoicing support for capital projects and preparation of associated payment runs.</p> <p>The Property Team is responsible for looking after the large portfolio of buildings across the length and breadth of the Diocese of Salford, and this role will play an important part in assisting with the effective administration and smooth-running of the team.</p> <p>Provide administrative support to the Director of Property and Facilities Management to enable him to fulfil his role and wider responsibilities.</p>			
Job Description:			
Main Responsibilities: <ul style="list-style-type: none"> • Provide secretarial and administrative support to the Property and Facilities Management; managing emails, diary commitments, scheduling meetings as required. • Produce the agenda and minutes for the monthly Property Committee meetings. • Attend meetings, where required, to produce minutes and reports. • Manage enquiries by email and telephone, provide a response or forward to the correct officer responsible. 			

- Word process, copy, collate and file reports, correspondence, and other materials in relation to the work of the Department.
- Update electronic recording systems uploading documents and certificates where required.
- Support the Property Team members by assisting with diary management, clerical tasks, organisation of meetings and travel booking etc.
- Maintain electronic filing systems for both School and Diocesan properties with specific regard to capital project monitoring.
- Liaise with and support the Property Team Administrator with record keeping and data entry on both the PIMS system and the Diocesan Property Database, as well as updating Excel worksheets on project performance.
- Liaise with outside agencies, particularly schools and building consultants, to ensure the smooth running of all capital projects.
- Joint completion alongside the Property Team Administrator in relation to the capital projects for Schools and Parish. Confirmation of supplier information and set up support, invoicing relevant to capital projects, updating of the system, completion of the required processes, and procedures.
- Produce weekly payment runs for the Devolved Formula Capital and Parish Deposit accounts.

Other

- Welcome visitors for meetings, conferences, and courses to the Cathedral Centre.
- Participate in an occasional rota to cover the Centre reception and incoming telephone lines during holidays and absences.
- To have a proactive approach to development of processes and procedures, supporting the implementation of agreed improvements and changes.

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Qualifications:	<ul style="list-style-type: none"> • Educated to A-Level standard or equivalent. 	<ul style="list-style-type: none"> • Relevant Business Administration or secretarial qualification
Experience:	<ul style="list-style-type: none"> • Experience using Microsoft Word, Excel, Outlook and PowerPoint. • Experience of working in an administrative capacity in an office-based environment 	-
Knowledge, skills and abilities:	<ul style="list-style-type: none"> • Good literacy and numeracy skills. 	<ul style="list-style-type: none"> • Able to work under pressure.

	<ul style="list-style-type: none"> • Excellent organisational and administrative skills • Ability to work independently and as part of a team. • Able to correctly prioritise tasks. • Working knowledge of customer service. • Working knowledge of an office-based environment. • Knowledge and understanding of confidentiality, professional boundaries and dealing with sensitive information. 	<ul style="list-style-type: none"> • Understand the need for confidentiality and discretion.
Qualities and attributes:	<ul style="list-style-type: none"> • Strong interpersonal skills with the ability to liaise with people at all levels. • Friendly & professional approach to work. • Willingness to learn new skills and rise to new challenges. • High level of communication skills, including written and spoken communication. 	<ul style="list-style-type: none"> • The persistence to work hard to achieve the best possible outcome.
Other requirements:	<ul style="list-style-type: none"> • Willing to take responsibility for own training and development. • An understanding and sensitivity to the values, principles and ethos of the Diocese of Salford and members of the Church in all aspects of their work. • This post is subject to a Basic Disclosure by the Disclosure and Barring Service. • All employees of the Diocese are expected to work to 	-

	promote the safeguarding of vulnerable groups.	
<p>The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Head of Department.</p>		
<p>Other Information:</p> <p><u>References and Reports</u></p> <ul style="list-style-type: none"> Two professional references will be required. This post is subject to a Basic Disclosure by the Disclosure and Barring Service and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups. <p>Health and Safety: All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.</p> <p>Confidentiality: During their employment, the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.</p> <p>Data Protection: Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.</p> <p>Safeguarding: The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.</p> <p>In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.</p> <p>Probationary period: This position is subject to completion of an initial probationary period of six months.</p> <p><i>All Diocesan employees are expected to work with the highest standards of conduct at all times. Maintaining respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant and hospitable working environment.</i></p>		
Compiled By:	John Corrigan	Date: November 2023
Reviewed By:	HR	Date: November 2023

I accept and agree with the details contained in this job description.			
Signed by Employee:		Date:	
Signed by Employer:		Date:	
I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures: http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy			
Print Name:		Date:	
Signature:		Parish:	

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