



DIOCESE OF  
**Bath & Wells**

Living the story. Telling the story.

gifts of all God's people • sustained by prayer • spiritual and numerical growth • sharing the story of Jesus • working for the  
for the common good • worship and witness • loving and serving our communities • journeying together • working for the com  
nities • releasing the gifts of all God's people • **Living and Telling** • trust in God's holy spirit • confident, every

# Property Assistant

Application Pack April 2022

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## Contact details

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### **Human Resources**

Enita Andrews

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Email: [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org)

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Dear Applicant

Thank you for your interest in the post of Property Assistant with the Bath & Wells Diocesan Board of Finance (DBF). I am delighted to let you have details about the diocese and information about the post.

We hope you find the application pack provides all the information you need in order to consider your candidature for this post. If, however, you have any further questions please initially contact Human Resources.

Meanwhile, please find opposite, key dates for the appointment process. Should you decide to apply for this post we look forward to receiving your application and wish you well.

Kind Regards

Enita Andrews

**HR Manager**

## Applications

Applications must be received by **Wednesday 11 May 2022**. Application forms, with a covering letter no more than one side of A4 describing what attracts you to this role should be returned to Human Resources either by post to The Diocesan Office, Flourish House, Wells, BA5 1FD or by email to [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org).

## Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. A copy of our privacy policy for job applicants can be downloaded from our website.

## Interview

Interviews will take place in Wells on **Wednesday 18 May 2022**. Further details regarding the selection process will be communicated at the time applicants are invited for interview.

## Safeguarding

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the diocesan website. All applicants are required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation, 2018.



## **The Diocese of Bath and Wells**

The Diocese of Bath and Wells is one of 41 Church of England dioceses in the country. The diocese stretches from Portishead in the north to Crewkerne in the south, Minehead in the west to Frome in the east.

The diocese loves and serves the 940,000 people who live here through its family of 477 parishes and 181 church schools. This family works for the good of local communities in a range of practical as well as pastoral ways: caring for the vulnerable in our societies, supporting local families and encouraging children and young people.

Everything the diocese does is underpinned by prayer and worship and is driven by our vision:

“In response to God’s immense love for us, we seek to be God’s people, living and telling the story of Jesus.”

If successful in your application, you will be arriving in the diocese at a time of significant change and you will have a role to play in the diocesan strategy, which has these three strategic priorities:

- To place mission and evangelism at the heart of all we do.
- To re-align our ministry resources towards mission.
- To identify, develop, and release the gifts of all our people.

## The Property Department

Extending across Somerset and North Devon including Bath, Wells, Exmoor, Taunton, Yeovil, Bridgwater and surrounding areas, the Diocese of Bath & Wells operates across 477 parishes. The Diocese incorporates a portfolio of nearly 3,000 acres of glebe land and more than 250 buildings including an investment portfolio (residential and commercial) and operational residential assets.

The Diocese is keen to realise the opportunity to generate additional value from its land, housing and investment portfolios. The Property Team, led by the Head of Property and Glebe has responsibility for the Diocese's occupied residential assets (homes of the clergy) including circa 250 buildings, managed by the Property Manager (Diocesan Surveyor) and members of the property support team. The department supports clergy and their families with accommodation appropriate to their needs and, as far as possible, relieves them of domestic concerns in order that they may concentrate upon their pastoral responsibilities. The property department is committed to delivering a high standard of service to its occupiers.

This is an opportunity to join a small, progressive and agile team in a busy multi-disciplined working environment, you will be a key part of a team delivering a long-term land and property strategy and ensuring the continued delivery of the Diocesan strategic agenda and growth.

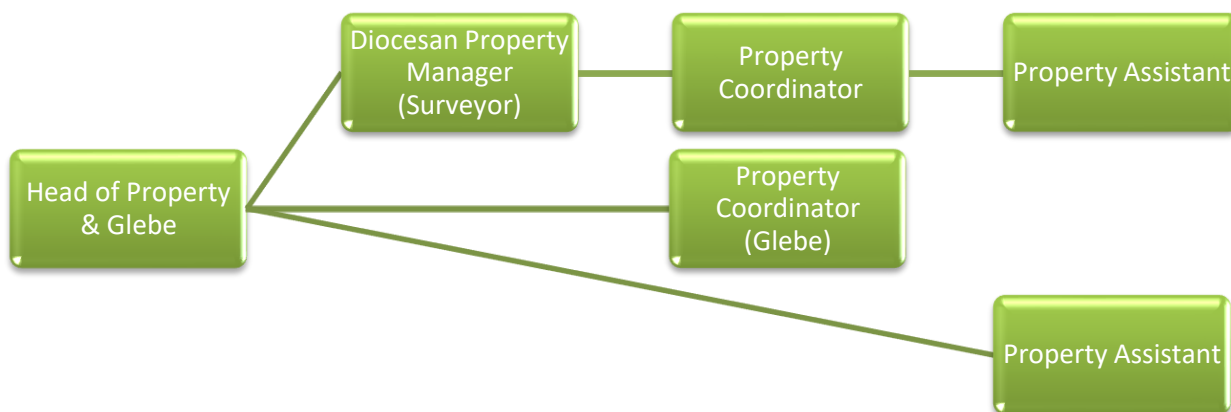


## The Portfolio

The Diocese consists of a portfolio of residential operational property (clergy homes), land and property investment holdings. The portfolio is made up of 259 buildings and nearly 3,000 acres of glebe land.

The Property Team runs a programme of inspections, repairs and improvements to raise the standard of diocesan clergy housing stock. This is realised through strong relationships with occupiers, external contractors, builders, and architects and accurate management of property portfolio and compliance database. The Property Team is often a first point of contact with clergy arriving into the diocese and maintains contact with clergy and their families to ensure their housing needs are met of which the property assistant facilitates a key function.

## Property Team Structure



## Job Description

**POST: Property Assistant**

### **Our vision**

In response to God's immense love for us, we seek to be God's people living and telling the story of Jesus.

### **Key purpose of the post:**

To provide assistance, administration and systems support to the Head of Property and Glebe, the property Manager/Surveyor and Property Coordinators to manage the Diocese's property portfolio and to manage the day to day maintenance and bookkeeping

**Location:** Diocesan Office, Wells, Somerset

**Reporting to:** The Head of Property and Glebe

**Hours of work:** 32.5 hours per week

### **Key relationships:**

- The Head of Property & Glebe
- Diocesan Property Manager/Surveyor
- Property Coordinators
- Clergy, Occupants and Tenants
- Contractors
- Finance Team

### **Main Responsibilities:**

1. To be the first point of contact for property occupants; managing telephone, email and postal enquiries from occupants, tenants and contractors, referring to team members/other department members as and when appropriate. Issuing general work orders to contractors, requesting quotes and liaison regarding access arrangements for works. Following up works on a regular basis to ensure they are completed.
2. Managing day to day responses to maintenance issues and making decisions accordingly on required works with regards to obtaining quotes, issuing of purchase orders, coordinating the works to be carried out, liaising with the contractors and ensuring that work is completed to the required standard.
3. To lead the management of data input on the property portfolio database, plus excel spread sheets and word documents. Co-ordinating resulting information and updating database and producing reports.
4. Update property portfolio database and monitor historic archive systems. To register and file legal documents to ensure correct records are maintained. To co-ordinate electronic filing system and hard copy filing where required.
5. Assist the Head of Property to monitor the Department budget. Provision of invoice and job commitment reports on a regular basis to the Head of Property and Glebe.
6. Reviewing and processing invoices and liaising with the property team ensuring they are authorised for payment before passing to finance team.
7. Check invoices against Purchase Order and apply accurate accounting codes. Post invoices on the ledger and pass to accounts for payment. Assist with the production of reports Head of Property Services, finance team and others. Dealing with any queries on payments/invoices.
8. To assist the Head of Property and the Property Manager with arranging surveys and visits, taking messages and co-ordinating when the surveyor is out of office.
9. To co-ordinate and manage the approved contractor list, ensuring all records are accurately maintained and in accordance with the departmental Health & Safety policy.
10. Provide effective administrative support in relation to tenders adhering to the correct procedures and ensuring accurate recording and dissemination of information/purchase orders/works instruction.
11. Liaising with statutory authorities, occupants, tenants, agents, other professionals and contractors when required and to ensure correct collation and updating of required certifications. Organising the ordering of the statutory compliance requirements of the diocese under the supervision of the Property Manager/ Surveyor e.g.: boiler, gas and electrical testing etc.
12. Ensuring that statutory maintenance deadlines are met and work to other deadlines required by the role.
13. To promote equality as an integral part of the role and to treat everyone with fairness and dignity.



14. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Diocesan policy and any service-specific procedures / rules that apply to this role.
15. To undertake other reasonable duties as may be required as may be requested by the Head of Property and Glebe.

## Person Specification

Area	Essential	Desirable
<b>Qualifications, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Minimum A-level qualification or equivalent</li> <li>• Previous administrative experience</li> <li>• Experience of working within a customer-focused environment</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a property-related environment</li> <li>• Experience with property management bookkeeping and accounting operations</li> <li>• Experience of using an electronic filing system and database</li> <li>• Knowledge of the Church of England</li> <li>• Administrative qualification</li> </ul>
<b>Skills, Competencies and Abilities</b>	<ul style="list-style-type: none"> <li>• Strong administrative and organisational skills – able to prioritise workload, work efficiently and confidently in a demanding and busy environment</li> <li>• Ability to use Email and Outlook , Microsoft Office 365, other software and to use a web browser to access information</li> <li>• Aptitude for learning a bespoke data/property package</li> <li>• Strong attention to detail, being able to analyse and simplify detailed information, identifying and recording key elements</li> <li>• Strong communication skills – excellent written and spoken English with ability to build relationships with colleagues, tenants and contractors</li> <li>• The ability to plan and prioritise work</li> <li>• Ability to work on own initiative as required</li> <li>• Ability to handle challenging situations</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of property legislation and Health &amp; Safety at Work implications of property management</li> </ul>
<b>Work Related Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Strong team player with a positive, proactive and flexible attitude</li> <li>• Confident, helpful and polite with professional manner</li> <li>• Ability to maintain confidentiality</li> <li>• Flexible approach to work</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work well within a small agile team</li> </ul>

	<ul style="list-style-type: none"><li>• Sympathy with the vision, objectives and values of the Church of England</li></ul>	
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## Main Terms and Conditions

Hours of Work	32.5 hours per week Core office hours are 9.30am until 4.30pm Monday to Friday with an unpaid 30 min lunch break taken as appropriate. Some evening and weekend work may be required. Flexible working will be considered after 3 months.
Salary	£21,000 - £22,000 per annum (pro rata)
Pension	Pension Scheme administered by the Church of England Pensions Board. The employer will contribute 10% of the employee's pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary.
Holiday	25 days per calendar year plus bank holidays. The holiday year runs from 1 January to 31 December. Additional discretionary days are given at Christmas and Easter.
Expenses	All reasonable working expenses will be met at the agreed Diocesan rates.
Probation	This post will be subject to a 6-month probationary period.

