



# THE DIOCESE OF SHEFFIELD

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Property Administrator
<b>EMPLOYER:</b>	Sheffield Diocesan Board of Finance
<b>RESPONSIBLE TO:</b>	Diocesan Surveyor
<b>RESPONSIBLE FOR:</b>	N/A

*The Diocese of Sheffield is called to grow a diverse network of Christ-like, lively and sustainable Christian communities in every place which are effective in making disciples and in seeking to transform our society and God's world.*

### **Main Purpose of Role**

- To support the delivery of the diocesan strategy by working as part of the Property Department.

### **Main Duties and Responsibilities**

#### **1. Strategic**

To input into improving the efficiency and effectiveness of the Property Team.

#### **2. Operational**

- 2.1. Assisting the Diocesan Surveyor with works to clergy housing
- 2.2. Budgets – processing invoices for works on diocesan properties.
- 2.3. Assisting the Diocesan Surveyor and liaising with incumbents, parishes, contractors, Ecclesiastical insurance and professional agents (solicitors, architects and surveyors).
- 2.4. Administering clergy house moves, liaising with clergy, PCC's and Finance Team.
- 2.5. Liaise with Finance Team regarding invoice payments and queries.
- 2.6. Church House planned maintenance and day to day repairs.

- 2.7. Dealing with queries on housing.
- 2.8. Speaking to contractors and issuing purchase orders to carry out repairs.
- 2.9. Processing invoices for payment
- 2.10. Administering and ordering of gas and oil appliance servicing.
- 2.11. Liaising with utility companies around invoices, bills and meter readings
- 2.12. Liaising with letting agents in respect of tenancies as necessary.
- 2.13. Submitting and administering Insurance claims.
- 2.14. Church House – assisting with the planned maintenance where necessary and liaising with contractor/staff regarding timescales and management.
- 2.15. Church House – undertake and record weekly fire alarm test.
- 2.16. Church House – liaising with contractors to carry out the following:
  - Maintain both the fire alarm system, fire extinguishers, emergency lighting and signage.
  - Carry out fire alarm training.
  - Legionella water testing
  - Fixed wire testing
  - Maintenance and upkeep of 3 gas boilers.
  - Comfort Cooling system.
  - PATs testing to all portable electrical items.
  - Fixed wire testing
  - Lift maintenance arrangement.
  - Taking and recording Solar PV readings

### **3. Other**

- 3.1 The postholder may be required to undertake any other duties that are commensurate with the role.
- 3.2 Ordering works to the value of £1,000
- 3.3 To provide cover for reception at lunchtime and other times when required.

*This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the Diocese.*

## PERSON SPECIFICATION: PROPERTY ADMINISTRATOR

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE standard including Maths and English (Grades A-C) or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• IT qualification demonstrating competence in Microsoft Office.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Significant experience of working in a property environment</li> <li>• Sympathetic to the mission of the Church of England and willing to learn the complexities of the Church of England</li> <li>• Excellent technological knowledge, and competent in the use of standard IT products, including Microsoft Word, Excel, Outlook and PowerPoint</li> <li>• Proficiency with databases, mail merge spreadsheets, desk top publishing and mass emailing</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the ethos and structures of the Church of England and of its mission</li> </ul>

<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of using technology to support the running of a property team.</li><li>• Experience of keeping electronic and paper based records and preparing reports for checking</li><li>• Well organised.</li><li>• Able to maintain accurate records.</li><li>• Experience of working with others in an integrated organisation</li></ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Ability to work confidently on own initiative.</li><li>• Excellent organisational and administrative skills, including attention to detail.</li><li>• Good communication skills and an ability to maintain absolute confidentiality.</li><li>• Excellent telephone manner</li><li>• Excellent time management skills with the ability to prioritise effectively and to multitask.</li></ul>	

<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Enthusiastic and highly motivated</li><li>• Able to work well under pressure</li><li>• A good team player</li><li>• Pastorally sensitive and supportive of clergy living in clergy housing.</li></ul>	<ul style="list-style-type: none"><li>• Willingness to work flexibly.</li><li>• Willingness to learn new skills</li></ul>
----------------------------	---	---

**Last updated December 2025**