**Carlisle Diocese Administrative Assistant - Property: Recruitment Process and Timetable**

Closing Date: Noon Thursday 16th March 2023

Interviews: Thursday 23rd March 2023 in Penrith

Start Date: to be agreed, but as soon as possible

Application forms should be returned to: humanresources@carlislediocese.org.uk

**Context and Background**

The Diocese of Carlisle in the Church of England covers almost the whole of the county of Cumbria and consists of around 275 individual parishes.

The Carlisle Diocesan Board of Finance (DBF), which is the charity that manages the diocesan finances and properties, has a wide-ranging property portfolio. This portfolio can be roughly divided into two categories: i) clergy houses and ii) other land & property

## 1. Clergy Housing

In total we own 140 vicarages. These can be split into three groups:

(i) Current clergy houses (parsonages)

These properties are the home for our clergy, and as such their condition is important in ensuring that clergy feel able to concentrate on fulfilling their ministry, rather than worrying about their domestic comfort. They are managed to a specified standard under a 5 year, cyclical programme of planned maintenance and improvement. Urgent repairs are dealt with as they arise. Ensuring that we provide a high quality, responsive and cost-effective service is a priority. The legislative basis for the provision of housing for the clergy is contained in the Repair of Benefice Buildings Measure 1972 and the The Ecclesiastical Offices (Terms of Service) Regulations 2009.

(ii) Current clergy houses which are temporarily vacant

At any given time we will normally have in the order of 50 clergy houses which are temporarily vacant. This is because the previous vicar has left the parish and there is generally a period of 6 – 12 months before the next one arrives. Where there is a sufficiently long vacancy we look to generate income from tenancies and rent out vacant houses which are let through agents but mainly managed internally. We undertake some repair and moving-in work timed to coincide with the arrival of the new vicar but this work is assessed in the context of most work being undertaken on a quinquennial cycle.

(iii) Former clergy houses

At any point in time we own a number of former vicarages which are no longer immediately required for parish ministry. These are generally rented out to private tenants through a property letting agent. However, we remain responsible for the maintenance and repair issues outlined above and also have clearly identified responsibilities as a landlord. If we decide that ultimately these houses are no longer needed, they are sold.

## 2. Other Land and Property

Alongside these houses the DBF is the owner of significant portions of land and property which are largely managed through agents under the oversight of the Diocesan Surveyor. The Property Manager’s role does not have responsibility for these properties but will from time to time be asked to manage some limited work relating to them. They include:

* a residential conference centre, retreat house, youth centre and campsite at Rydal Hall
* a commercial portfolio of 10 properties including shops and office buildings in Cumbria and outside the county
* land bequeathed to the church by previous generations, including 2 farms
* closed school buildings that are leased to a range of organisations
* a small number of residential properties, usually attached to existing vicarages or schools
* closed churches

**ROLE DESCRIPTOR**

PART 1

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| JOB TITLE: Administrative Assistant - Property |
| REPORTS TO: Property Manager |
| PURPOSE OF ROLE: To provide administrative support to the Property Manager in all aspects of managing the Diocesan clergy housing |
| **KEY ACCOUNTABILITIES** : 1. To provide effective administrative support generally to the Property Manager.
2. To assist in administration of property maintenance including, responding to clergy and tenant enquiries.
3. To ensure the property management system is kept up to date.
4. To assist in raising purchase orders, and processing supplier invoices.
5. Liaising with utility companies at tenancy start and end dates.
6. Dealing with post and ensuring it is distributed as required.
7. Other administrative and support duties as required to assist with the efficient work of the property department.
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| PERSON SPECIFICATION PART 2 |
| ESSENTIAL CRITERIA | DESIRABLE CRITERIA |
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| *TECHNICAL COMPETENCE*  |
| **Technical Skills & Qualifications** |
| * Good standard of educational achievement
* Working knowledge of Microsoft Office packages and able to use IT effectively
* Good written and oral communication skills
* Experience of administrative duties and able to use office equipment
* Good understanding of databases
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| **Knowledge and Experience** |
| * Knowledge of office procedures
* Ability to communicate confidently with individuals both within and outside the organisation
* Ability to work under pressure in a busy working environment and able to multi-task
* Ability to self-manage, using initiative to prioritise work and achieve deadlines
 | * Awareness of the Church of England and its structures
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| *BEHAVIOURAL COMPETENCE** A positive and flexible approach to work
* Ability to use own initiative and manage time effectively
* Good organisational skills
* Good eye for detail
* Tact and discretion for dealing with sensitive and confidential information
* Professional, calm and efficient manner
* Sympathy with Church of England ethos and values
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| **Benefits** |
| **Salary** | £21,884.00 FTE (Pro rata for part time hours) |
| **Pension** | non-contributory defined contributions scheme (employer pays 15% of salary) |
| **Car** | mileage paid at 45ppm  |
| **Office provision** | office space provided in Church House, Penrith but there is flexibility to work from home for some of the time |
| **Working** **expenses** | fully funded  |
| **Other benefits** | * 34 days annual leave including public holidays
* Additional time off between Christmas and New Year at the discretion of the employer
* flexi-time system in operation
* Access to Employee Assist Programme
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