**DIOCESAN BOARD OF FINANCE**

Job Description and Person Specification

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| **JOB TITLE** | Property Officer Lease and Tenancy |
| **LINE MANAGER** | Head of Housing & Glebe |
| **SALARY** | £31,500 per annum pro rata (£25,200 for 0.8) |
| **HOURS** | 28 hours |
| **DURATION** | This is a permanent part time role |
| **LOCATION** | Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU |

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| **JOB SUMMARY** |
| A key role in our property team here at the Diocese of Bristol. You will be responsible for the smooth running of our lease, tenancy and transaction administration under the guidance of the Head of Housing & Glebe. A varied role, you will help us to ensure our portfolio is well managed and all legal and trust matters are undertaken with care and due diligence. |

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| **KEY RELATIONSHIPS** |
| * Property & Estates Team * Diocesan Support Services Teams * Archdeacons and Clergy * Clergy Families * Trustees * Tenants * Legal Support * Agents and Government Agencies |

**SAFEGUARDING**

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

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| **MAIN RESPONSIBILITIES** |
| * To be the main point of contact for landlord, tenant, glebe and school enquires, including enabling access to any necessary legal support. * Tenanted Property: Arrange tenancy agreements, ensuring legal requirements are met; liaise with tenants and agents, arrange notices and manage check-out procedures, ensure rent reviews are undertaken and track and follow up payment. * Glebe Land & Property: Liaise with tenants (including farmers), agents, purchasers, legal advisors and the public in relation to enquiries, transactions, rent and tenancy matters in co-ordination our appointed land agent. Monitoring and following up rent payments and invoices in a timely and accurate manner. * To assist the Head of Housing & Glebe, in undertaking the administration of all transactions. Including leases, acquisitions and disposals, working within the legal framework for glebe, educational and ecclesiastical property. * Monitor, maintain and update the record of all transactions and costs centrally. * To be responsible for issuing all Church Property and Glebe Notices and forms, monitoring responses and expiry dates. * Under instruction from the Director of Property & Estates and Head of Housing & Glebe, undertake actions to ensure documents approved by Board for signing and sealing are completed in accordance with Diocesan policy and procedure in a timely and thorough manner. * To acquire a good understanding of Trust Law in respect of Parochial Trust and Glebe property to assist the Director of Property & Estates and Head of Housing & Glebe with the delivery of the role in line with the responsibilities of the Board as Diocesan Authority/Custodian Trustee. * To undertake any statutory or mandatory returns on behalf of the Head of Housing & Glebe. * Act as advisor for Trust, legal and Acts in terms of property – Lease and licence champion – Admin, signposting and process advice. * To manage Property and Glebe enquiries and to ensure they are dealt with efficiently and with care and attention to detail. Including conducting any result necessary to aid with enquiry. * Ensure all land registry documents are kept up to date and that any notices are reviewed by the Head of Housing & Glebe. * Undertake all advisory and administrative responsibilities in relation to tenancies and occupancy licences. * Update the internal mapping system with any changes or additions and ensure any updating is undertaken. * Extract data from multiple sources, interpret and provide reports as requested. * To be responsible for general administration and record keeping, including but not limited to: i) providing cover and support for the helpdesk, phones and property inbox as required when others are unavailable. ii) responsible for raising invoices for glebe rents, tenanted properties, insurance and monitoring payments. * Keep up to date with lease and tenant legislation and regulations changes. * To undertake such other duties as the Head of Housing & Glebe shall reasonably require from time to time. * To be a fully contributing member of the Property Team, to have a knowledge of the work of other team members and to provide support and cover for other members of the team as necessary. |

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| **Property Officer Lease and Tenancy PERSON SPECIFICATION**  To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria outlined in the vacancy description. | | |
| Attributes | Essential | Desirable |
| Experience | * Relevant experience in a property team or solicitors, 2+ years | * Significant experience working in a property team in a similar role. |
| Education/ Qualifications | * A-Level | * Educated to degree level. |
| Skills/ Ability | * Ability to understand and interpret legal text. * Ability to analyse and interpret numerical and narrative date to support work programmes and plans. * Experience in administration and coordination of teams, committees or work programmes. * Adept at using Microsoft Office to its full potential and to navigate new software. * Excellent interpersonal skills, including experience of advising and supporting senior colleagues. * Able to demonstrate excellent writing ability for a variety of formats. * Ability to prioritise work effectively and able to present information clearly and logically, with excellent attention to detail. * A high level of integrity, with the ability to maintain confidentiality and exercise discretion. * A contributing team member, who will support others * Able to work under direction and receive delegation. | * To have knowledge and understanding of the Church of England, particularly in relation to ecclesiastical law in respect of the management and ownership of church property. * Excellent stakeholder management and negotiation skills |
| Personal | * Strong time management skills and the ability to manage multiple processes. * Able to work with confidentiality, diplomacy, tact and patience. * Good sense of humour. * Respectful and comfortable with the Christian ethos and objectives that underpin our work. | * Full driving licence and access to a vehicle |

**Date:** 09/12/2024