

## Job Description

<b>JOB TITLE</b>	<b>Property Management &amp; Resources Officer</b>		
<b>REPORTS TO</b>	Director of Property Support	<b>LOCATION</b>	London/Hybrid
<b>TEAM</b>	<b>Property Support Team</b>	<b>GRADE</b>	LG3

### JOB PURPOSE AND OBJECTIVES

Supporting the Director of Property Support and the Finance and Resources Team with the property management requirements of the Connexional property portfolio under the trusteeship of the Connexional Council.

Supporting the Director of Property Support by leading on communication, resourcing, networking and training to the District Property Officer network, and other relevant networks, across the Connexion.

Supporting the Director of Property Support and Property Team colleagues within their specific areas of expertise - through the provision of proactive support, provision of and input into, relevant forms of guidance, advice, communications, training and good practice to augment the direct support provided by the Property Support team.

Supporting the Director of Property Support in the administration of property grant applications, and also applications under Standing Order 973.

To ensure that the Methodist Council's strategies of aspiring towards an inclusive church and its net zero carbon strategy are embedded in all the work undertaken.

### JOB DIMENSIONS

#### RESOURCES UNDER CONTROL

<b>Direct reports</b>	n/a
<b>Resources</b>	n/a

### ROLE ACCOUNTABILITIES

- Connexional Property Portfolio:** Under the direction of the Director of Property Support, provide support in the management of the connexional property portfolio nationally.
- Connexional Manses:** Under the direction of the Director of Property Support, provide direct support to the manse portfolio and its residents including co-ordination of repairs enquiries and responses, property inspections, management of the manse database, and other housing management-related requirements.

3. **District Property Support Network:** In collaboration with the Director of Property Support, lead on the communications, resourcing, networking and training to the District Property Officer network and others.
4. **Other Connexional Networks:** In collaboration with the Director of Property Support, lead on the communications, resourcing, networking and training input to other Connexional networks which may include Connexional Team colleagues, TMCP, Property Stewards, Ministers, Managing Trustees and others, with property related responsibilities.
5. **Project Support:** Collaborate or lead on specific projects to provide an additional resource to Property Support colleagues in their specific areas of expertise.
6. **Production of new guidance:** Collaborate or lead on the production of relevant guidance and other content in relation to new property strategies or wider connexional initiatives as Directed and in coordination with Property Support colleagues.
7. **Property Grants and Replacement Projects (SO 973):** Support the Director of Property Support in the administration of current or future property related grant applications, and also applications submitted for Replacement Project status under Standing Order 973.
8. **Networking:** To be informed and work collaboratively with Property Support team colleagues and other teams across the Connexion to support initiatives that link with current strategies for property.
9. **Heritage Assets:** Working with the Director of Property Support and the Connexional Conservation Officer provide an additional resource to ensure the conservation and protection of historic or environmentally sensitive buildings and sites.
10. Any other reasonable duties as required by the Director of Property Support.

# Person Specification

## GRADE LEVEL 3

	Essential	Desirable	Assessment Method
<b>Education and Training</b>			
GCSE in English and Maths or equivalent	x		AQ
Graduate or higher education qualification in a related subject	x		AQ
<b>Proven Abilities, Knowledge and Skills</b>			
Extensive relevant experience in a role supporting a senior team within a property function	x		AI
Experience in planning, organising and coordinating support for the management of a property portfolio		x	AI
Experience or knowledge of working with heritage assets		x	AI
Experience in producing and delivering guidance, learning and training for a range of stakeholders according to agreed guidelines	x		AI
Experience in planning, researching, assimilating new information, analysis and delivery of projects (including organising training events)	x		AI
Experience of working with databases		x	
Experience in producing a variety of digital content and communications	x		AI
Excellent oral and written communication skills, with accuracy and attention to detail	x		AI
Ability to plan and prioritise own workload whilst collaborating with others	x		AI
Ability to advise both in writing and orally on complex matters	x		AI
Experience in identifying key issues and signposting as appropriate	x		AI
Ability to form good working relationships with internal and external partners	x		AI
Ability to effectively use Microsoft IT applications and others	x		
Experience in voluntary work in a variety of Christian contexts or other voluntary organisations		x	
<b>Personal Qualities</b>			
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	x		AI
Professional and positive approach, with a commitment to professional development and self-improvement	x		AI
Ability to work collaboratively with colleagues, and others, including volunteers, throughout the Methodist Church	x		AI
Able to work occasional irregular hours, including weekends and	x		AI

overnight			
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**Method of Assessment:** A – Application Form; I – Interview; W – Written exercise; P – Presentation;  
G – Group exercise; Q – Proof of qualification (certificates or transcripts)  
*(We reserve the right to assess any other aspects of the role in a format not previously described)*

## TERMS AND CONDITIONS

<b>Health and Safety:</b>	The post holder will be subject to the Methodist Council's Health and Safety policy						
<b>Equal Opportunities:</b>	The post holder will be subject to the Methodist Council's Equal Opportunities policy						
<b>Physical Conditions:</b>	Open plan office accommodation						
<b>Remuneration:</b>	£35,000 - £40,000 per annum						
<b>Hours of Work:</b>	<p>5 days per week</p> <p>The normal hours of work will be from 9.00am to 5.00pm with an hour for lunch. A flexi-time scheme is in operation, core working hours are 10:00am to 12 noon and 2:00 pm to 4:00 pm. With the prior agreement of the line manager, the working day may commence from 8:00 am and will finish no later than 6:00 pm. The flexi-time policy should be referred to for further information.</p> <p>Some flexibility in working hours may be required due to the nature of this post and the work of the Team. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p>						
<b>Holiday Entitlement:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">During the first to fourth years</td> <td style="text-align: right;">25 days</td> </tr> <tr> <td>During the fifth to ninth years</td> <td style="text-align: right;">28 days</td> </tr> <tr> <td>During the tenth and subsequent years</td> <td style="text-align: right;">30 days</td> </tr> </table> <p>Plus Bank Holidays and an extra three days at Christmas and New Year.</p>	During the first to fourth years	25 days	During the fifth to ninth years	28 days	During the tenth and subsequent years	30 days
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During the fifth to ninth years	28 days						
During the tenth and subsequent years	30 days						
<b>Sick Pay:</b>	Entitlement in accordance with the Methodist Council's terms and conditions of employment						
<b>Pension:</b>	There is a pension scheme that all eligible lay employees will be auto-enrolled on to. Employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.						
<b>Probationary Period:</b>	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally six months.						
<b>Season Ticket:</b>	Season ticket loans are available after the satisfactory completion of the probationary period.						