

Job Description

JOB TITLE	Property Resources Officer		
REPORTS TO	Director of Property Support	LOCATION	London/Hybrid
TEAM	Property Support Team	GRADE	LG3

JOB PURPOSE AND OBJECTIVES
<p>Supporting the Director of Property Support and Property Support Team colleagues within their specific areas of work and expertise - to augment the support provided by the team to Managing Trustees, Ministers, Connexional colleagues and the wider Connexion.</p> <p>Supporting the Director of Property Support and Property Support Team colleagues by leading on communication, resourcing, networking and training on property matters to the networks across the Connexion, in particular the District Property Officer network.</p> <p>Supporting the work of the Property Support Team through the provision of information, support and signposting for Managing Trustees and alike seeking advice and guidance in relation to property related resources.</p> <p>Supporting the Director of Property Support in the administration of property grant applications, and applications under Standing Order 973,</p> <p>Supporting the Director of Property Support in helping to manage the practical and administrative requirements of Connexional properties.</p> <p>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.</p>

JOB DIMENSIONS	
RESOURCES UNDER CONTROL	
Direct reports	n/a
Resources	n/a

ROLE ACCOUNTABILITIES
<ol style="list-style-type: none"> Project Support: Collaborate or lead on specific projects to provide an additional resource to Property Support colleagues in their specific areas of expertise, through the provision of proactive support,

research and information gathering, provision of and input into, relevant forms of guidance, advice, communications, training and good practice.

2. Production of new guidance: Collaborate or lead on the production of guidance and other content in relation to new property strategies or wider Connexional initiatives as Directed and in coordination with Property Support colleagues.
3. District Property Networks: 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, District Officers, Property Stewards, Ministers, Managing Trustees and others, with property related responsibilities.
5. Property Resources: In collaboration with Property Support Team colleagues lead on the provision of information, support and signposting for Managing Trustees and alike who are seeking advice and guidance in relation to professional, financial or administrative property resources. This may include professional advisors, property grants, community engagement & partnerships, and similar related property resources.
6. Property Grants and Replacement Projects (SO 973): Support the Director of Property Support in the administration and processing of current or future Connexional property related grant applications, and applications submitted for Replacement Project status under Standing Order 973.
7. Connexional Property: Under the direction of the Director of Property Support, provide co-ordination and support to the team in relation to Connexional properties. This will primarily focus on the manse portfolio and its residents, including repairs enquiries and responses, inspections, database management, and similar related requirements.
8. Networking: To be informed and work collaboratively with Property Support team colleagues and other teams across the Connexion to ensure that the guidance and advice offered links with current Connexional initiatives and strategies for property, alongside promoting the support offered by the Property Support team Connexionally.
9. Heritage Assets: Working with the Director of Property Support and the Connexional Conservation Officer to 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
Education and Training			
GCSE in English and Maths or equivalent	x		AQ

Graduate or higher education qualification in a related subject	x		AQ
Proven Abilities, Knowledge and Skills			
Extensive and relevant experience in a role supporting a senior team	x		AI
Experience in planning, organising and coordinating support in a property function		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	AI
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		AI
Experience in voluntary work in a variety of Christian contexts or other voluntary organisations		x	AI
Personal Qualities			
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
A good balance between curiosity and independence of thought alongside an ability to work collaboratively with colleagues, and others, including volunteers, to ensure the best outcomes	x		AI
Able to work occasional irregular hours, including weekends and overnight	x		AI

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)