



**NORTHERN SYNOD**

**ADVERTISEMENT**

**PROPERTY MANAGER – PART TIME (15 hours per week)**

**BERWICK UNITED REFORMED CHURCH**

**The role:** An exciting opportunity has arisen for a part-time Property Manager to work with us and take on responsibility for Berwick United Reformed Church. The premises comprise the church, the Aiden Room and a large hall with kitchen, and are based at Main Street, Spittal. The successful candidate will undertake and manage a number of key tasks to support the Church members, including the overseeing of lettings and maintenance.

**Hours of work:** Normal working will be 15 hours per week. However, there is the possibility of increased hours to carry out maintenance work if required. The normal working pattern would be Monday to Friday daytimes, but may require some occasional evening and weekend work.

**Accountability:** The postholder will be employed by the United Reformed Church and accountable to a Management and Support Group appointed by Berwick United Reformed Church, under the supervision of a nominated person.

**The job:**

- Supervision of lettings with a view to increasing both usage and income
- Working with, and management of a caretaker and cleaner
- Covering for the caretaker when necessary and arranging alternative cleaner when required
- Carrying out basic maintenance work and supervision of all other repairs, maintenance and cleaning of all the church's property, liaising with employees and relevant contractors

- Acting as the initial point of contact for queries from churches or external groups relating to all property matters
- Production of appropriate property reports and updates for church meeting and ensuring that the property schedules are produced.
- Management of property expenditure and budgeting
- Responsibility for all property development planning and implementation
- Advice on health and safety matters including risk assessments
- Membership of Berwick United Reformed Church meeting, if needed

**Relevant Experience:**

- You will be well organised with good administrative skills and able to manage your time week and prioritise a varied range of tasks
- You will have managed budgets reported in expenditure
- You will be competent at provision of job specifications and briefs for contractors and related service providers.

**The person:**

- Mindful of the need for confidentiality, safeguarding and the development and maintenance of appropriate relationships
- A self-starter able to motivate self in relation to the duties
- Flexibility and willingness to undertake any other duties as deemed necessary by the management and support group from time to time

**Salary:** £7,020 per year gross

The appointment is subject to DBS clearance.

**Interested?**

It you are interested in applying then please contact [isabelle@IMHR.biz](mailto:isabelle@IMHR.biz) for an application pack. The closing date for applications is 29<sup>th</sup> February 2020, and interviews will be held week commencing Monday 16<sup>th</sup> March 2020.