

Job Description



Job Title: Clergy Housing Support Officer

Hours of Work: Full Time 35 hours per week

Salary Range: £18,360 - £19,243

Reporting to: Diocesan Properties Manager

Normal Place of Work: St James' House, Liverpool

Job Profile: To provide full administrative support to the Diocesan Properties Manager and the Clergy Housing Committee. To act as the first point of contact with clergy in regard to parsonage matters.

Main Duties:

- To act as the first point of contact for clergy regarding clergy housing matters.
- To deal with daily telephone calls, taking in-coming orders and actioning instructions on repairs and queries.
- To establish and maintain computerised and other records, statistics and information systems in respect of clergy and other houses for which the diocese is responsible, and glebe and other property owned by the Diocese.
- To keep the clergy housing database up to date, including the daily data inputting of orders, finance details, cheque requisitions, payment authority and invoices,
- To liaise with contractors regarding issuing orders, advising regarding procedures, programmes and contacts, work in progress, invoices, payments etc.
- To ensure that the diocese receives value for money from contractors.
- To liaise with the Diocesan Properties Manager and keep him updated on aspects of the work.
- To liaise as necessary with the Diocesan Secretary, Finance Manager and the accounts department on financial matters relating to houses and glebe.
- To assist the Diocesan Properties Manager generally in the administration of the work for which he is responsible, including word-processing letters etc.
- To liaise and correspond with Incumbents, PCCs, Archdeacons, other Diocesan Officers and the Church Commissioners on all matters relating to clergy housing and other property as appropriate.
- To administer the routine work of the clergy housing department with particular reference to:
 1. Planned maintenance of clergy housing and other properties (Quinquennial Surveys) including the preparation and issue of the specifications, schedules and tenders with all related correspondence.
 2. Maintenance and re-decoration of clergy housing during Interregna and liaising with parishes, contractors and diocesan staff regarding appointments.
 3. Minor improvements and general upgrading of clergy housing and other properties.
 4. Emergency repairs.
 5. In conjunction with the Diocesan Properties Manager and Diocesan Registrar to arrange sale and purchase of houses, obtain approvals and arrange in-going works where necessary.

- To administer the asbestos surveys management, instructing an asbestos company to arrange surveys, and distributing reports to incumbents and contractors.
- To be responsible for the administration aspects of Marshall's Charity, including submitting applications and corresponding with parishes and contractors.
- To provide a full administrative service to the Clergy Housing Committee and the Property Advisory group, including the preparation and circulation of the agenda and notes, organisation of committee dates, booking rooms, organising refreshments etc.
- To prepare and issue the Clergy Housing Handbook.
- To consult with Ecclesiastical Insurance Group regarding insurance matters, submitting claims and liaising with loss adjusters, contractors, parishes etc.
- To liaise with letting agents and parishes regarding the letting of clergy housing and other diocesan properties, and contacting tenants as required.
- To develop and programme the work of the clergy housing department in conjunction with the Properties Manager and committee.
- To undertake general office duties, filing etc
- To be responsible for the bookings and administration regarding Fellfield (diocesan holiday / retreat home).
- To undertake other duties commensurate with those of a secretary or administrative assistant
- To undertake occasional holiday cover for the receptionist
- To undertake training as required.

Such other duties and tasks as the management may from time to time require

Dated: January 2008

This job description does not form part of your Contract of Employment