



Property Team

Administrative Assistant

£25.5k to £26.7k (£17,850 - £18,690 pro rata)

Part-Time (24.5 hours per week)

The Church of England, with its network of parishes, is deeply woven into national life, enriching communities with a Christian presence. Geographically structured into 41 dioceses, each led by a Bishop, it reaches every corner of England.

The Diocese of York spans North and East Yorkshire, embracing York, Hull, Middlesbrough, Selby, two National Parks, and the stunning Yorkshire coast. We are a family of nearly 600 churches, 125 schools, and 442 parishes, guided by Archbishop Stephen Cottrell, with York Minster as our principal church.

We are revitalising our vision, pouring new energy into *Living Christ's Story*, and advancing strategic initiatives—deepening discipleship, extending our reach, growing missionary communities, and reshaping our finances and structures.

Property Team

The Diocese of York is a large diocese covering an area of over 2,600 square miles, and with three archdeaconries organised into 442 parishes. The Property team is responsible for clergy housing, glebe assets and parish trusts across this territory.

The operational property portfolio consists of around 255 properties, including the Diocesan Office and our retreat centre at Wydale Hall, which are held to facilitate the deployment of clergy to provide ministry across the diocese. The team is responsible for asset management, property management, statutory compliance and care of occupants. The team also works with external partners on the estate management of the glebe portfolio of 3,000 acres, as well as administration and advice in relation to parish properties and trusts.

Based at Clifton Moor, York, the team is led by the Head of Property and comprises an Asset Surveyor, a Property Strategy Project Manager, a Property and Trusts Officer, and a Clergy Housing Officer with support from this administrative position.

Administrative Assistant

We require an effective Administrative Assistant with a flexible approach to provide general office support across the team and occasional reception cover. The post-holder will report to the Clergy Housing Coordinator and work in collaboration with the Office Manager to assist occasional cross-team requirements.

A particular focus will be to support the Clergy Housing Coordinator in tasks relating to the maintenance of our operational properties but flexibility and prioritisation are important.

The key tasks will be to take telephone calls, to carry out records management and data entry, and to schedule meetings and visits for members of the team. Accordingly, the work requires

excellent organisational skills and a keen eye for detail. Good communication and customer service skills are also important, as is the ability to prioritise and manage multiple priorities to ensure the team gets the support they need.

Job Description

- Provide general administrative support as required including:
 - Handling telephone calls
 - Filing of physical and electronic records
 - Assistance with scheduling, organising meetings, and visits
- Support the Property team in providing services, including:
 - Support the Clergy Housing Co-ordinator in providing a 'help desk' facility
 - Coordinate authorisation of, and input invoices into Propman for fortnightly payment runs
 - Propman (property management system) data entry and records maintenance, including when there is a change of occupancy
 - Managing paperwork for clergy housing moves and housing licence agreements for outgoing and incoming clergy
 - Administration of Council Tax including data input at certain times of the year, recording of payments, advising on changes to occupancy and managing any queries
 - Organisational admin, data entry and record keeping for statutory health and safety maintenance and inspections of properties
 - Monitoring internet information feeds for potential properties
 - Sourcing and managing property deeds and other related information
 - Liaising with insurance administration including the reporting of rental valuations and arranging cover for newly acquired properties
 - Minuting quarterly meetings for the three Archdeaconries
 - Preparation of papers for committee meetings and assistance with meeting organisation when covering leave
 - Grant administration
- Contribute to the wider work of the diocesan administrative team, providing cover and support as required.
- To undertake other duties as may be required within the context of the team and to provide cover for other team members as appropriate during absences or holiday periods.
- To participate in an annual review and appropriate continuing professional development.

Key Relationships

- Property team
- Executive Assistant to the Diocesan Secretary and Chief Executive

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The post-holder may be asked to undertake any other relevant duties appropriate to the post and/or drawing on the skills and gifts of the post-holder. The job description may be amended over time, in consultation with the post-holder, in order to meet the needs of the Diocese.

Person Specification

Essential

1. Educated to A level, with grades A-C in English and Maths GCSE, or equivalent.
2. Previous administrative experience gained in a busy office environment.
3. Excellent organisational skills.
4. Self-motivated; able to prioritise and work to a high standard with minimum supervision.
5. Strong attention to detail.
6. Strong IT skills, including data entry.
7. Good communication and people skills; able to work effectively with a range of internal and external people.
8. A supportive approach, and able to use discretion in dealing with sensitive issues.
9. A flexible attitude, and able to use initiative to solve problems.
10. Empathy with the Christian faith, and able to work effectively within a Church of England context in support of its mission and ministry.

Desirable

11. A relevant qualification
12. Minute-taking experience
13. Understanding of the structure, organisation and culture of the Church of England

Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Head of Property and Diocesan Surveyor

Probationary Period	Appointments are subject to a 6 month probationary period
Location	The post is based at the diocesan offices at Clifton Moor, York
Hours	The post is 0.7FTE (24.5h). Our normal office hours are Monday to Friday, 9 am to 5 pm. The post holder may be required from time to time to attend meetings outside normal working hours. Agreement will be sought with the postholder as to which hours during the week will normally be worked.
Salary	An appointment will be made at Grade 7 with a starting salary of £25.5k to £26.7k depending on experience (£17,850 - £18,690 pro rata).
Pension	The YDBF offers a contributory pension scheme ("the Scheme") organised by the Church of England (the "Church") Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount (which includes a small payment to provide the life assurance element of the scheme).
Holidays	In addition to Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year, reduced pro rata for part-time employees.
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post (currently 45p per mile for the first 10,000 miles) and in accordance with the Diocesan Expenses Policy.
<i>Non-contractual Benefits</i>	
Flexible Working	We offer staff a range of options for working flexibly, including the option to negotiate occasional homeworking
Employee Benefits	We provide free parking at our York office, and our other non-contractual benefits currently include eye care vouchers and a cycle to work scheme.
Pastoral Care	We have an Employee Assistance Programme, and our Diocesan Adviser in Pastoral Care offers the space to talk through pastoral, professional or personal matters, providing or arranging counselling and/or mediation if required.

