

**Diocesan Board of Finance**  
**Property Officer**



Full-Time - 35 hours per week  
£26,612 - £28,711 depending upon skills and experience

The Diocese of Chester is seeking to recruit a Property Officer to assist and support the Property Manager in providing efficient and effective management of the Diocese's property portfolio.

The successful candidate will be an excellent administrator, with working knowledge of spreadsheets. They will be able to deal with people sensitively and tactfully. Sympathy with the ethos of the church of England is essential.

The role will be based in Church House at Daresbury Park, Warrington, with some hybrid working available

The job description, person specification and application form can be downloaded from the Diocesan website:

<https://www.chester.anglican.org/support-services/job-vacancies/other-vacancies/>

Closing date: Tuesday 6<sup>th</sup> May 2025

Interviews: Friday 23<sup>rd</sup> May 2025