

Property Manager

APPLICANT BRIEFING PACK

April 2025



ABOUT THE CATHOLIC DIOCESE OF PORTSMOUTH

Our Diocese

We are the Diocese of Portsmouth, governed by the Bishop of Portsmouth, Bishop Philip Egan. We belong to the One, Holy, Catholic Church, which is led by the Bishop of Rome, Pope Francis.

The Diocese of Portsmouth

Our Diocese is spread across five counties on England's South Coast, and the Channel Islands. We are the local Church for the whole of Hampshire, Berkshire, the Isle of Wight, Jersey, and the Bailiwick of Guernsey as well as the Southern Part of Oxfordshire and the Eastern part of Dorset.

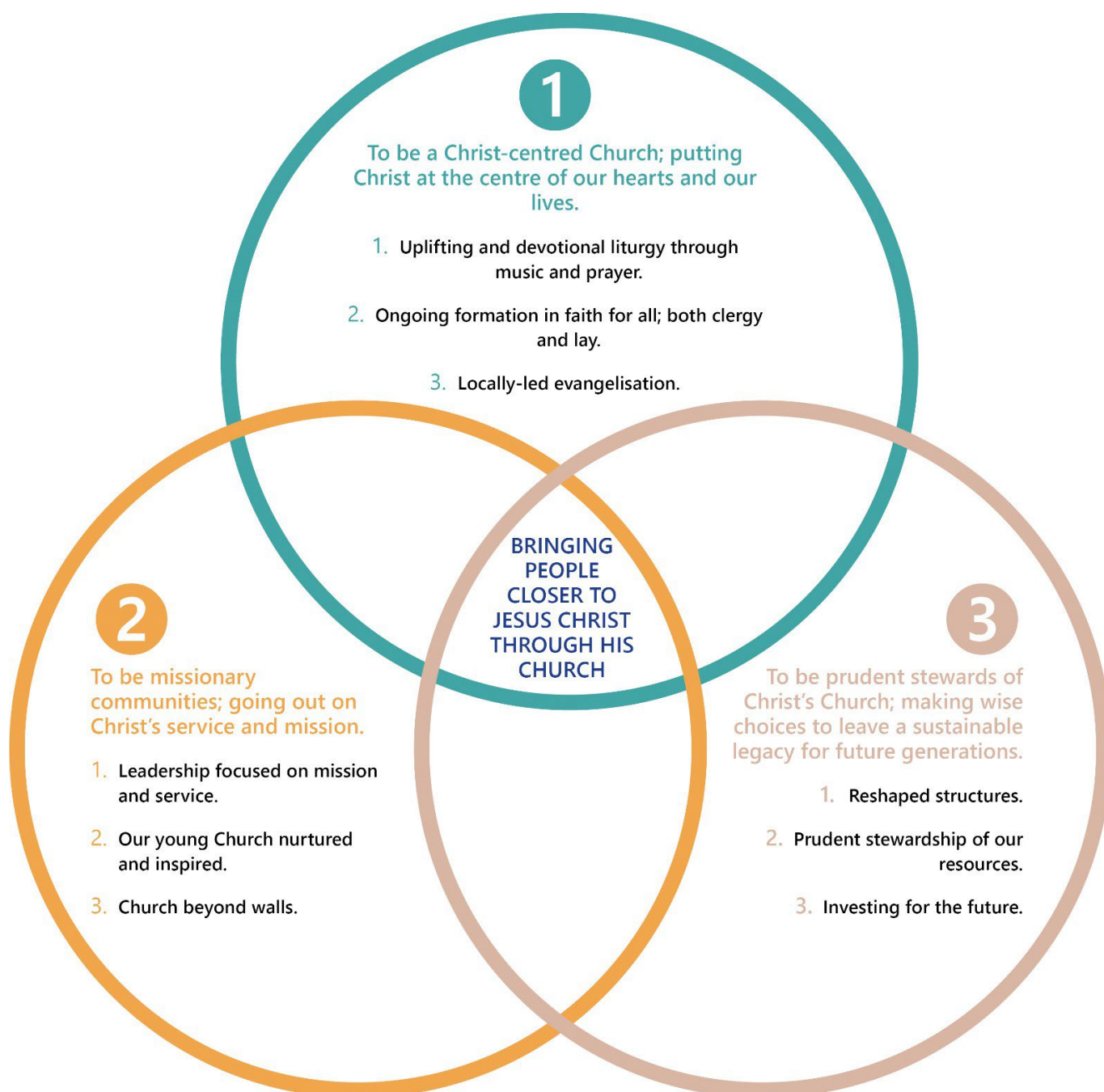
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

We belong to the province of Southwark, which covers the whole south coast from Kent to Cornwall. Our Metropolitan is the Archbishop of Southwark. Our province also includes the Archdiocese of Southwark, the Diocese of Arundel and Brighton, and the Diocese of Plymouth.



Ten-Year Mission Plan

You Will Be My Witnesses in summary



1. Role Purpose

St. Edmund and St. Joseph, Southampton City Centre Parish are seeking a Property Manager.

To oversee the parish property and buildings for the two sites St Edmunds and St Joseph's Southampton which comprise of listed churches, halls, offices and residential properties.

Proactive property management, working with instruction of the Diocesan Estate team to comply with diocesan policies.

Be accountable and submit reports to the Diocesan Estate Team as required.

This is an exciting time to join our friendly, busy, and supportive team as we implement our 10-year Mission Plan, shaping the future of our Diocese and the communities we serve.

The Catholic Diocese of Portsmouth is a registered charity. Employees working in parishes are formally employed by the Diocese of Portsmouth and must comply with all diocesan policies and procedures, as well as those related to local arrangements specifically authorised by the Parish Priest.

2. Key Internal and External Relationships

- Parish Priest, clergy and Pastoral Area colleagues
- Diocesan Teams - Finance, HR, Estates, Safeguarding, Communications, and Governance
- External suppliers and contractors

3. Main Duties

Repairs and Maintenance

- Manage the repair and maintenance of the parish site to ensure they are safe, clean, and welcoming.
- Undertake regular property and site inspections and manage actions.
- Responsible management of religious and listed buildings.
- Contractor management – Coordinate works to deliver value, meet quality and safety standards.
- Arrange periodic building inspections, liaise with estates on associated work.
- Submit reports to the Diocesan Estate Team as required.

Health & Safety

- Management of Statutory Inspection – arrange, manage and monitor.
- Use WorkNest H&S management system to manage compliance and risk issues.
- Work with H&S Competent Person and Estates Team, adhering to health and safety legislation.

Residential Lettings and Hall Hire

- Proactively manage income generating residential properties and parish halls.
- Work in partnership with managing agents so that rental properties are safe and achieve competitive rent.
- Periodically meet with managing agents to ensure that the best service is being provided.

Applicant Briefing Pack – **Property Manager**

- Maintain good relationships with tenants who use our halls and office space.
- Manage parish hall hire queries and coordinate the compliant use of facilities.

Governance and Compliance

- Ensure parish compliance with all diocesan policies.
- Maintain a parish asset register, inventory and annually review insurance cover. .
- Assist the Parish Priest in preparing reports and documentation for diocesan audits and reviews.
- Implement and oversee GDPR policies related to parish data collection and usage.

Volunteer Coordination

- Support and guide parish volunteers involved in facilities, or health and safety activities.
- Organise and oversee rotas for volunteers assisting with maintenance tasks.

Professionalism and values

- Uphold and promote the ethos and values of the Catholic Church.
- Work collaboratively with the Parish Team to ensure the Parish Priest is effectively supported.

Property Manager – Person Specification

Essential Competence, Expertise and Knowledge:	
Essential	<ul style="list-style-type: none">• Strong organisational and problem-solving skills, with the ability to manage multiple priorities.• Solid experience of property management• High level of proficiency in IT, including Microsoft Office and financial software.• Knowledge of property management, including maintenance and health and safety compliance.• Excellent communication and interpersonal skills, with the ability to engage with people at all levels.• Valid driving licence and access to a vehicle.
Desirable	<ul style="list-style-type: none">• Professional property or Health & Safety qualification• Knowledge of the values and teachings of the Catholic Church.• Experience working in a parish, charity, or non-profit organisation.• Knowledge of safeguarding and data protection practices.

Salary, Benefits & Location

Salary: £30,000 - £32,000 Full Time 37.5 hours per week

Contract: Fixed-Term 1 Year

Location: Based at St. Edmund Church Parish Office, The Avenue, Southampton, SO17 1XJ

Direct Reports: 0

Benefits

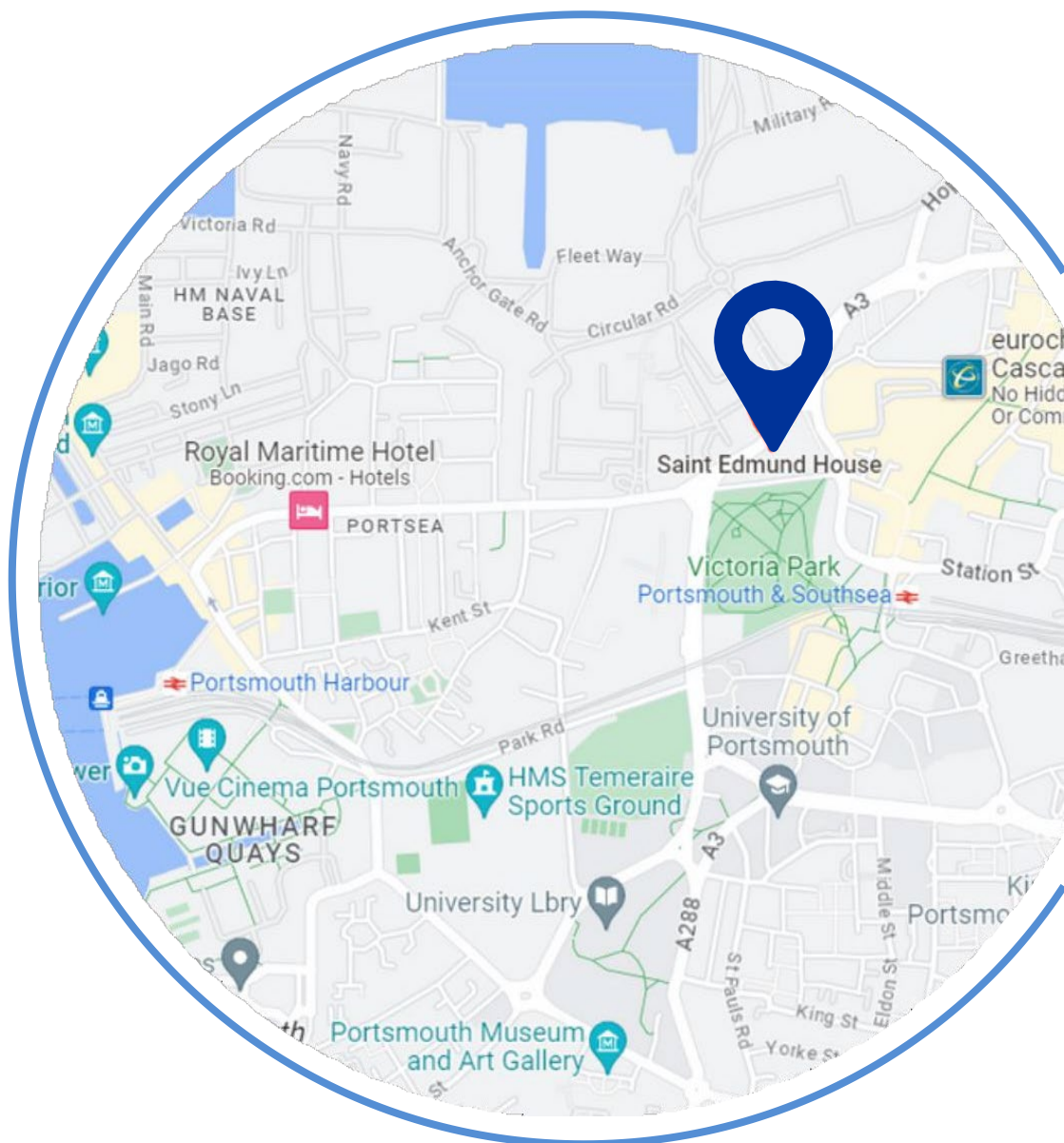
25 days holiday plus bank holidays

Life Assurance and Employee Wellbeing

Contributory pension scheme with Scottish Widows

Head Office

St. Edmund House,
Bishop Crispian Way,
Portsmouth,
PO1 3QA



How to Apply

Please send a comprehensive and up to date Curriculum Vitae along with a covering letter setting out your suitability for the role and motivation in applying (no more than 2 sides A4) to recruitment@portsmouthdiocese.org.uk Please state 'Property Manager' in the subject line of your email.

The Diocese of Portsmouth is an equal opportunity employer and welcomes applications from all who support the ethos and values of the Catholic Church.

We encourage an early application as we may close this advertisement at our discretion before the date stated, if a high number of applicants apply.

The closing date for applications is Saturday 17th May 2025, at 6pm.

Interview Information

You will be notified shortly after the closing date, should we wish to progress your application and invite you to an interview.

Appointment

Any offer of employment to work at the Catholic Diocese of Portsmouth is conditional upon receipt of two satisfactory employment references, provision of relevant certification of qualifications held, and completion of pre-employment checks.

You must have a valid UK Right to Work, as the Catholic Diocese of Portsmouth does not offer UK Visa Sponsorship.

Applicant Briefing Pack – **Parish Finance Administrator**

