



Parish Property Manager

Job Description

Job Title	Parish Property Manager
Parish	St. Joseph and St. Edmund, Southampton City Centre Parish
Reports To	Parish Priest
Number of Reports	None
Contract Type	Fixed-Term – 12 months
Hours of Work	37.5 hours per week Some out-of-office hours may be required occasionally.
Location	Based at St. Edmund Church Parish Office, The Avenue, Southampton, SO17 1XJ
Travel Requirement	Occasional travel within the parish and wider diocese may be required, for example, for training or site visits.

1. Job Purpose

- 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.
- The Catholic Diocese of Portsmouth is a registered charity. Employees working in parishes are formally employed by the Diocese and must comply with all diocesan policies and procedures.
- 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.

6. 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

7. Main Duties

Repairs and Maintenance

- Manage the repair and maintenance of 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.
- 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.

8. 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.



PARISH 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.

Date of Completion of Job Description:	March 2025
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