



# ESTATES COORDINATOR

## Job Description

<b>Job Title</b>	<b>Estates Coordinator</b>
<b>Department</b>	Diocese Administration
<b>Reports To</b>	Director of Estates
<b>Number of Reports</b>	None
<b>Contract Type</b>	Permanent
<b>Salary</b>	£28,000 - £30,000 per annum, depending on experience
<b>Hours of Work</b>	Full-time Monday to Friday (37.5 hours) Some out-of-office hours may be required occasionally.
<b>Location</b>	St Edmund House, Bishops Crispian Way, Portsmouth. PO1 3QA.
<b>Travel Requirement</b>	Occasional travel within the diocese may be required, for example, for training or site visits.

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### Overall, Job Purpose

- Organise the Diocese and Estates team, by scheduling and instructing 5 yearly cycling building condition surveys (known as Quinquennial reports) and help the Building Surveyor(s) to prioritise remedial repair works initially on Parish properties and later School Diocesan properties.
- Enable positive relationships between the Estates team and Employees in the delivery of shared tasks by providing support to raised enquiries.
- 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.

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### Key Internal and External Relationships

- Parish Priest, clergy and Pastoral Area colleagues.
- Parish teams.

- Diocesan Teams - Finance, HR, Estates, Safeguarding, Communications and Governance.
  - External suppliers and contractors.
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## **Main Duties**

### **Administration**

- Play a key role in organising the Estates Team to manage the Diocesan Estates Portfolio.
- Use triage to fully explore and deal with initial enquiries.
- Co-ordinate urgent and minor works processes.
- Effectively communicate with internal and external stakeholders.
- Negotiate effective working practices between internal and external stakeholders.
- Be accountable for and maintain an excellent audit trail for each enquiry.
- Schedule building condition report inspections with external and internal Building Surveyors.

### **Repairs and Maintenance**

- Contractor management – Coordinate works to deliver value, meet quality and safety standards.
- Schedule contractors to carry out associated work.
- Assist with the management of minor works, repairs and maintenance.
- Assist with the management of site inspection actions.
- Assist with the responsible management of religious and listed buildings.

### **Residential Lettings and Hall Hire**

- Assist Parishes in proactively managing income-generating residential properties and parish halls.
- Assist Parishes with managing agents so that rental properties are safe and achieve competitive rent.
- Liaise with managing agents to ensure that the best service is being provided.
- Assist Parishes with hall hire queries, coordinating the appropriate Estates Manager.

### **Governance and Compliance**

- Ensure parishes comply with all relevant Diocesan policies.
  - Assist with insurance claims and annually review the extent of insurance coverage.
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### **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 remains supported.
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## Person Specification

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

<b>How to Apply:</b>	<p><b>To apply:</b> Please submit a CV and cover letter stating 'Estates Coordinator' in the subject bar, outlining your suitability and reasons for applying and send to HR at <a href="mailto:recruitment@portsmouthdiocese.org.uk">recruitment@portsmouthdiocese.org.uk</a></p> <p><b>Closing date for applications: Sunday 17<sup>th</sup> August 2025 at 10pm.</b></p> <p>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.</p>
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<b>Date of Completion of Job Description:</b>	11 June 2025
<b>Job Description Author:</b>	Daniel Bowyer