

**Estates Coordinator**

**APPLICANT BRIEFING PACK**

**July 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 Leo XIV.

### 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.

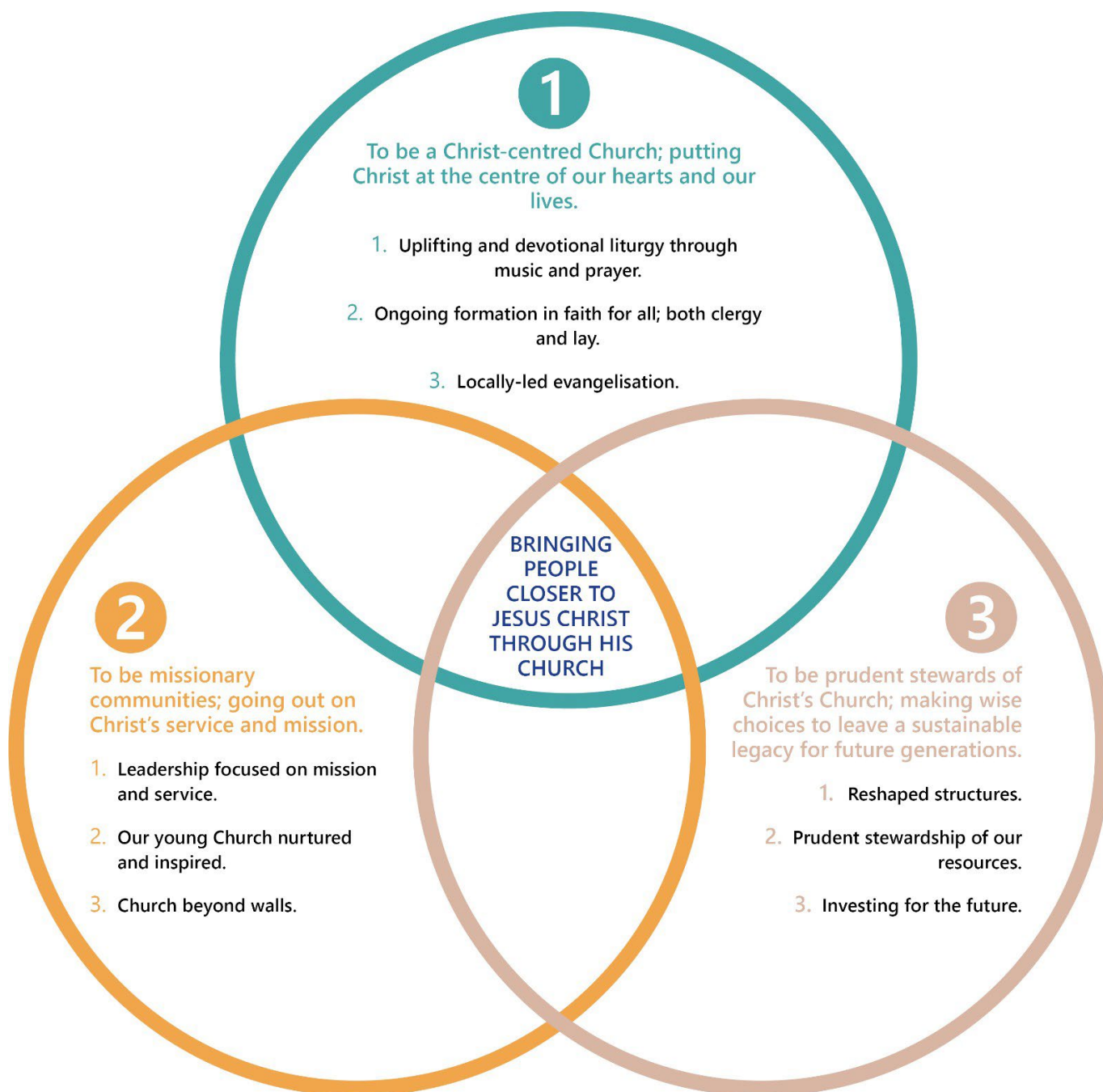
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

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



## Role Purpose

As an Estates Coordinator in the Diocese Estates Team, you will have the opportunity to develop your knowledge through training, whilst working on a diverse property portfolio including Grade II listed historical buildings.

In this role, you will:

- 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.
- 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.
- Schedule building condition report inspections with external and internal Building Surveyors
- Contractor management – Coordinate works to deliver value, meet quality and safety standards.

Some out of office hours and travel may be required across the Diocese. This role is based at St. Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA

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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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## **Estates Coordinator – Job Description**

### **Key Responsibilities**

#### **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.

##### **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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## **Estates Coordinator – Person Specification**

<b>Competence, Expertise and Knowledge:</b>	
<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>

## Salary, Benefits & Location

Salary: £28,000 - £30,000 per annum, depending on experience

Hours: 37.5 hours per week

Contract: Full Time, Permanent

Location: Based at St. Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA

Direct Reports: 0

Travel Requirement: Some out of office hours and travel may be required across the Diocese; you will need a valid driving licence and access to a vehicle.

## Benefits

25 days holiday plus bank holidays

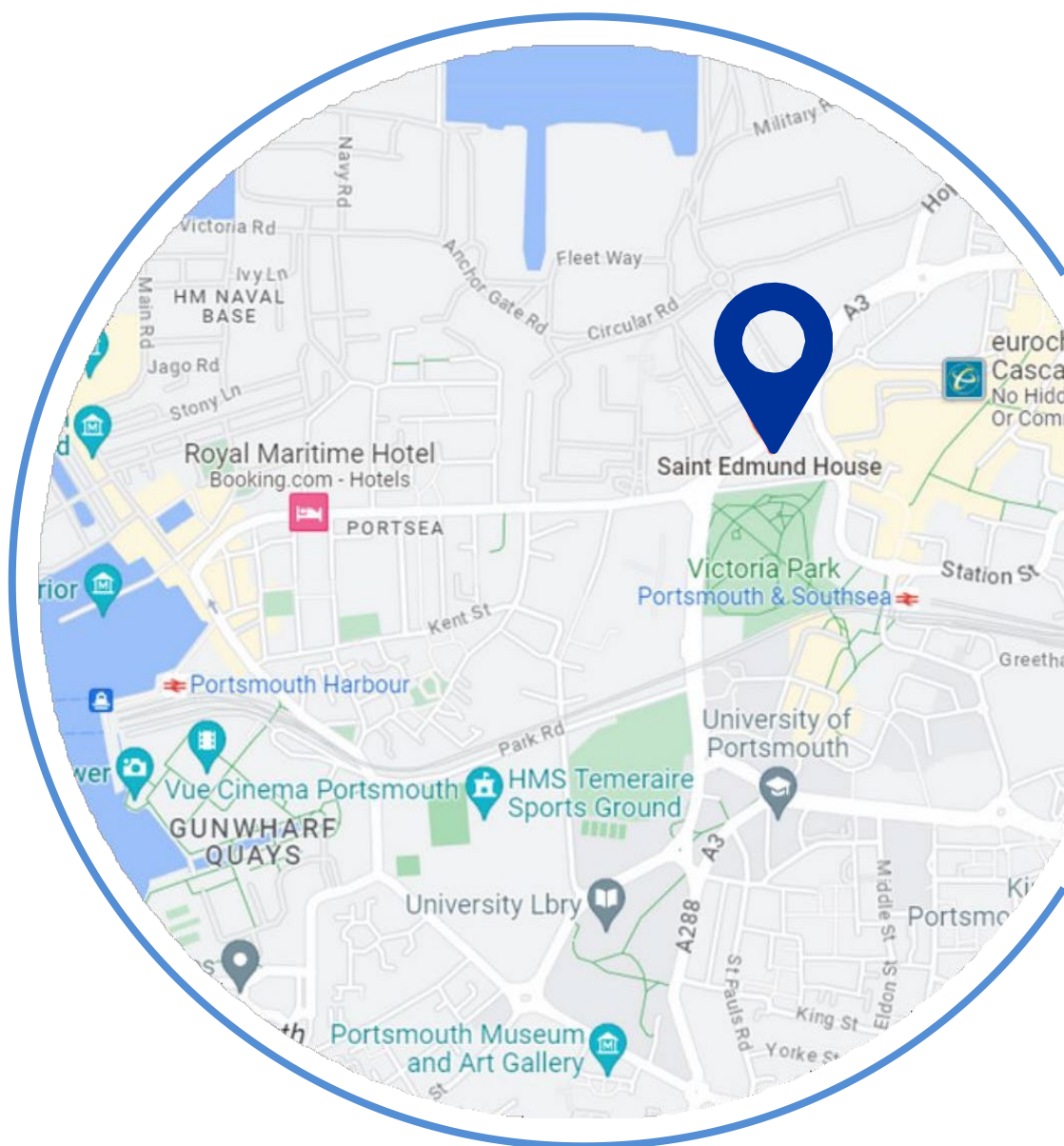
Life Assurance and Employee Wellbeing

Contributory pension scheme with Scottish Widows

Free on-site parking

## 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](mailto:recruitment@portsmouthdiocese.org.uk) Please state 'Estates Coordinator' 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 Sunday 17th August, at 10pm.

## 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.

