

Dioceses of Achonry and Elphin - Job Description

Job Title:

Property Manager (Part-time)

Job Holder:

New Post

Location:

Diocesan Office, St. Mary's, Temple Street, Sligo

Reports to: Bishop of Achonry and of Elphin

Job Purpose

The role of the Property Manager is to manage the legal, administrative and maintenance processes relating to the properties owned by the respective Trusts of the Dioceses of Achonry and Elphin.

Principal Accountabilities

Liaison with Solicitors

Proactively working with the Diocesan Solicitors to update property Trustees as required.

Proactively working with the Diocesan Solicitors to update and renew leases and licenses on properties as they become due.

Managing the relationship with Diocesan Solicitors in such a way as to facilitate the timely sale and / or purchase of properties.

Working with the Diocesan solicitors, as appropriate, to arrange for the first registration, or to correct or update existing registrations of Diocesan properties.

Liaison with Parishes

Processing requests from parishes wishing to dispose of, lease, licence or purchase properties in order to establish the correct decision-making process has been followed at parish level.

Presenting proposals from parishes wishing to dispose of, lease, licence or purchase properties, for the approval of the Trustees, with any corresponding recommendation, where appropriate.

Keeping parishes informed regarding any legal processes related to their properties.

Establishing that all properties are adequately insured.

Liaising with School Boards

Ensuring that requests from school Boards of Management for development of land and buildings, and for any associated grant applications, are being managed in such a way that the property interests of the Parish and Diocesan Trusts are protected.

Maintenance of Properties

Making arrangements for the periodic review of Diocesan properties (meaning all the properties held in either the Elphin Catholic Diocesan Trust or the St. Nathys' Diocesan Trust) in order to ensure that they are maintained to a proper standard, inside and out.

Making appropriate arrangements for the maintenance, repair and upkeep of those properties which are under the direct management of the Diocese.

Supporting parishes in identifying suitable and reliable professional support from Architects, Engineers, Tradesmen and Contractors, to maintain and repair parish properties, on the understanding that it is the parish that ultimately makes the arrangements and enters into contracts for work.

Reporting

Reporting periodically to the Bishop and to the Diocesan Trustees on actions that need to be taken, or that have been taken, to manage the property portfolios of the Dioceses of Achonry and Elphin and their parishes.

Flexibility

The above contains the main outline of duties. However it is inevitable that tasks may arise which do not fall within the remit of the above list of main duties. The staff member is therefore required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in this job description. Should an additional responsibility become a regular part of a staff member's job, the Job Description will be amended to reflect this.

JOBHOLDER ENTRY REQUIREMENTS

Knowledge: (Education and Related Experience)

- Relevant qualification and proven experience in administrative processes
- Fluent Written and Spoken English is essential
- Database experience (essential)
- IT Literacy – MS Word, Excel, PowerPoint and Outlook (essential)
- Familiarity with the functions of Office 365 would be an advantage
- Familiarity with Zoom or similar (desirable)
- Familiarity with legal documents (desirable)
- A general understanding of corporate governance practices (desirable)

Other Key Requirements:

- An understanding of, and empathy with, the pastoral mission of the dioceses
- Excellent organisational skills
- Excellent verbal and written communication skills
- Capacity to assess, balance and respond effectively to the concerns of multiple stakeholders
- Ability to work as part of a team and on own initiative
- Discretion and an appropriate commitment to confidentiality
- Own transport and full, clean, driving licence

Key Relationships

Internal

- Bishop
- Diocesan Trustees
- Diocesan Clergy
- Diocesan Finance Councils
- Diocesan Finance and Development Director
- Diocesan and Parish Staff

External

- Solicitors
- Parish and Diocesan Schools
- Neighbours of Parishes and Schools
- Construction Professionals
- Statutory Bodies
- Diocesan Insurers