Surveying & Property Team

Property & Compliance Coordinator

Information for applicants

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Introduction from the Archbishop of Liverpool

Thank you for your interest in a career at the Archdiocese of Liverpool.

As an archdiocese, we serve thousands of people every week through our parishes, schools, partnerships and local communities.

It is a significant time in the life of our archdiocese, as we continue to walk together on the journey set out by our Pastoral Plan in becoming the Church God calls us to be. This plan outlines a clear mission for the future of our Church and every single member of staff plays a vital role in helping us achieve this.

As an employer, we offer wide range of benefits and a place to develop your career in an environment where every member of staff is valued and encouraged to develop fully their gifts.

We are looking for people whose values align with ours and are passionate about playing a key role in the next steps of our journey.

Thank you again for considering a role within our archdiocese. Each person contributes to our wider mission. I am grateful for your interest in joining us in this important work.

+ John Sherrington

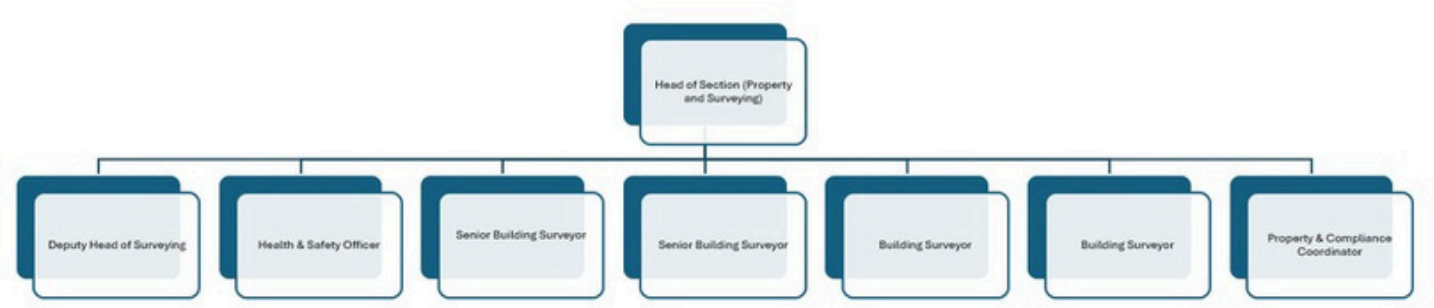
Most Reverend John Sherrington
Archbishop of Liverpool

Surveying & Property Team

Surveying & Property Team's work includes building inspections and project management for Churches, presbyteries, parish buildings and grounds.

The team assists with the coordination of procurement and construction related matters for school capital projects as well as providing support to parishes on health & safety matters and oversight of statutory programmes.

The Legal and Property & Surveying Teams work closely together to support an extensive property portfolio consisting of an estate of over 800 properties, including 140 parishes and over 200 schools. Our portfolio also contains parish centre's (licenced premises), parish halls, 2 cathedrals and both residential and commercial properties. The status of our buildings includes 3 Grade I, 7 Grade II*, and 59 Grade II listed buildings.



About the Role

Property & Compliance Coordinator

The Archdiocese is seeking to appoint a Compliance and Property Support Officer to support the delivery and administration of the statutory compliance programme across the archdiocesan estate.

Working as part of the Surveying and Property Team, the postholder will assist with the coordination and administration of statutory compliance activities, helping to ensure that inspections, testing programmes and associated actions are recorded, monitored and progressed appropriately.

The role will also support the operation of the Estates Help Desk function, assisting with the coordination of building repair and maintenance requests received from parishes and archdiocesan sites, liaising with contractors and maintaining accurate records and reporting information.

Applicants should be able to demonstrate the following:

- Strong administrative and organisational skills
- Experience of working within a property, estates, facilities management or compliance environment
- The ability to manage a varied workload while maintaining a high standard of service.
- Strong communication skills especially via telephone

This role would suit someone who:

- Enjoys detailed and accurate work
- is a problem solver and is committed to general improvement

Salary
£30,015.00 per annum actual salary.

Status
This role is permanent.

Working Hours
This role is full time. 35 hours per week worked Monday to Friday.

Location
Saint Margaret Clitherow Centre, Croxteth Drive, Liverpool, L17 1AA.
Hybrid working may be available at the discretion of the relevant Director or section head.

Travel
Infrequent travel to other sites in the archdiocese will be required.

Annual leave
38 days per holiday year inclusive of eight bank/public holidays, two fixed date gifted days and Christmas shutdown days.

Pension
Employees will be enrolled into the People's Pension Scheme with a contribution rate of 4% and 4% contributed by the employer. On request, the archdiocese will match employee contributions up to 6% of their pensionable salary.

Other benefits
We offer are a range of other benefits including a pension salary sacrifice scheme, subsidised Lifestyles gym membership, cycle to work scheme, life assurance scheme, enhanced parental leave pay and 24/7 Employee Assistance Programme including online GP facility.

How to Apply
Visit the careers page on our website http://www.liverpoolcatholic.org.uk/careers to apply online.

The closing date for applications is 6th November, by 5pm.

Informationyouprovideinyourapplicationwillbeusedonlyforthe purpose of recruitmentandwillbeheldinaccordancewiththeData Protection Act 2018.

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