



# DIOCESE *of* OXFORD

*A Christ-like Church for the sake of God's world*

<b>JOB TITLE:</b>	Project Coordinator
<b>GRADE:</b>	Band N
<b>EMPLOYER:</b>	Oxford Diocesan Board of Finance
<b>DEPARTMENT:</b>	Property
<b>LINE MANAGER:</b>	Diocesan Development Surveyor
<b>ACCOUNTABLE TO:</b>	Director of Property
<b>RESPONSIBLE FOR:</b>	None
<b>LOCATION:</b>	Church House Oxford, Langford Locks, Kidlington, OX5 1GF

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The Diocese of Oxford is the Church of England in Berkshire, Buckinghamshire, and Oxfordshire. We are a living, growing network of more than a thousand congregations, chaplaincies, and schools, working for the common good in every place in one of the great crossroads of the world. Our Christian vision, ethos, and principles underpin all that we do and the work of every member of staff.

Our Church House and Area Office teams work to support the mission and ministry of our parishes, providing expert advice and support. Together, we are called to become more Christ-like: contemplative, compassionate and courageous for the sake of God's world. You can find out more about how the diocese is structured and the work of our staff teams at [oxford.anglican.org/on-the-money](https://oxford.anglican.org/on-the-money) and [oxford.anglican.org/annual-review](https://oxford.anglican.org/annual-review).

## **JOB PURPOSE**

To provide high-quality administrative support to the Diocesan Surveyors and Property team including dealing with the administration of Water Rates and Council Tax, fielding all enquiries, collating and drafting responses.

Oxford Diocese aims to reach net zero carbon emissions by 2035. As a Project Co-ordinator within the property team, this role involves collaborating with stakeholders across the organisation and the wider community to implement appropriate strategies that help achieve our ambitious net zero carbon goals.

Assistance is also required in letting up to 100 properties per annum to tenants in the private rental market.

## PRINCIPAL ACCOUNTABILITIES

1.	To provide a comprehensive administrative and project support service to the Property Surveyors & Property Transaction Manager.	30%
2.	To deal with the administration of Water Rates and Council Tax.	30%
3.	Responsible for updating the Property Database Management System.	20%
4.	To undertake wider agreed tasks that support the work of the Property department and their own professional development.	20%

## DUTIES AND RESPONSIBILITIES

### 1. To provide a comprehensive administrative and project support service to the Property Surveyors & Property Transaction Manager

- The first point of contact for all building-related enquiries for the department.
- Setting up site meetings with the client and contractors
- Responsible for providing and administering standard project procedures and generally overseeing the administrative work to enable all surveyors to maximise time on projects.
- Dealing with any queries relating to information stored on the relevant databases.
- Coordinating ongoing scanning and filing of correspondence in relevant folders/cabinets.
- Setting up new files/folders and archiving old files/folders as necessary.

### 2. To deal with the administration of Water Rates and Council Tax.

- Processing invoices via databases and the Finance team.
- Responding to correspondence and dealing with any discrepancies, problem-solving any issues arising.
- Manage monthly payment run of Council Tax and Water Rate instalments.
- Process administration and input of annual Council Tax and Water Rate bills.
- Administration of monthly movement letters to utilities.

### 3. Responsible for updating the Property Database Management Systems.

- Responsible for running reports and extracting information from the database as required for use by others.
- Oversee the integrity and accuracy of the data and liaise with external and in-house IT support.
- To train and support new and existing staff in the use of the database, electronic filing system and assist with any ad-hoc problems that may arise.
- Streamlining existing processes and implementing new processes for this and other departments using the database, e.g. Property Valuations (responsible for updating property valuations annually and providing accurate data to the finance department).
- Co-ordinate and support the introduction of any new software and systems into the department.

- Insurance (responsible for the uplifting of the insurance rebuild values annually and checking the EIG insurance schedules) to ensure properties are adequately insured.

**4. To undertake wider agreed tasks that support the work of the Property department and their own professional development.**

- To carry out any other related duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training, as agreed by the line manager.
- Where there is available capacity to undertake additional duties as required by offering support to the Project Coordinator, Property Transaction Manager, and the PA to the Director of Property
- Support the Director of Property with the annual review of insurance requirements and valuation of the property assets.
- Maintain up-to-date knowledge of technical competency areas.
- Collection and distribution of the Property incoming post.
- Take a proactive approach to continuous professional and personal development by embracing training and other development opportunities.
- Participate in the ODBF performance management processes.
- To demonstrate in role the diocesan values of being more contemplative, compassionate, and courageous.
- Comply and fully cooperate with ODBF policies including:
  - Health and safety
  - Dignity and respect in ministry and at work
  - Equality, diversity and inclusion
  - GDPR
  - Safeguarding

**DIMENSIONS**

- Contribute to the smooth running of the department by providing a comprehensive administrative and project support service to the Property Surveyors and wider team.
- To maintain the filing systems.
- To process the payment of Water Rates and Council Tax demands and maintain the Property database – a property portfolio of approximately 460.
- To assist with the departmental maintenance of the Property database – a property portfolio of approximately 460 and 60 plus schools.
- Average 15 building projects per year, split between houses and schools, plus 1-2 new build parsonage houses per year.

**PLANNING & ORGANISATION**

- Support the smooth running of the work of the Surveyors and Property team.
- Maintain accurate and effective administrative systems for data management.
- Deal with email, telephone and post enquiries appropriately.
- Use discretion and judgement to handle priorities and sensitive matters.

- Responsible for receipt of Water Rates and Council Tax demands, validating the payment, checking and updating the database and raising the necessary paperwork in connection with payment, then authorising payment or passing to the Director of Property for authorisation.
- Responsible for correspondence relating to ingoing and outgoing Clergy and for keeping the department database up to date (in conjunction with others).
- Responsible for maintaining the record of title documents held.

## **DECISIONS**

- To assess the urgency of enquiries and prioritise work throughout the day, ready to change to a different task to respond accordingly to new needs/requests arising.
- Assessment of telephone/correspondence queries to be answered and actioned
- Use of appropriate files.
- Responsible for payment of Water Rates and Council Tax on Parsonage houses and Board of Finance properties.
- Responsible for the upkeep of clergy movements within the building's database.

## **CONTACT WITH OTHERS**

### **Internal**

- Director of Property
- Surveyors & Property Transaction Manager
- Other colleagues within the Property department
- Other staff in Church House and Area Offices

### **External**

- Contact with Clergy and Lay Officers
- Contact with Consultants
- Staff in other Dioceses and Church Institutions
- Contact with Solicitors & Estate Agents
- Contact with Water Authorities and Local Authorities

## **PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND EXPERIENCE**

### **Essential**

- Experience working in an administrative capacity with proven levels of accuracy and excellent attention to detail.
- Clear verbal and written communication skills.
- Excellent organisational skills with the ability to self-motivate, plan and prioritise own workload to meet deadlines and work under pressure.
- Proven record of IT skills and knowledge of all Microsoft Office software including Outlook, Word, PowerPoint, Excel, and Access.
- Able to act on own initiative to make decisions within agreed guidelines, working with minimum supervision.
- Able to work effectively as part of a team.
- A flexible approach to working with a 'can do' attitude and open to change.

- Have a proactive approach, taking responsibility for actions and consequences.
- Able to secure, build, and maintain good working relationships. Both internally and with external providers.

### Desirable

- An understanding of and sympathy with the work and ethos of the Church of England.
- Knowledge and understanding of building terminology.
- Previous experience working within a property department.
- Sound experience in working with databases, including the ability to train others.

## GENERAL INFORMATION

<b>Grade</b>	Salary Band N
<b>Remuneration</b>	<p>Full Time Salary scale - £29,906.51 to £32,206.92 per annum</p> <p>There are four points within the band. Moving to a new point is dependent on the successful achievement of the objectives agreed upon between you and your Line Manager. Any approved move in incremental points takes effect in September each year.</p>
<b>Hours of work</b>	<p>While this is a full-time role (37 hours per week), we would be willing to consider applications from candidates seeking part-time hours (30 hours per week) The Property Department’s operating hours are Monday to Thursday 08:30 – 17:00 and Friday 8.30-4.30pm.</p> <p>Your working pattern should be agreed upon with your line manager; however, it is recognised that this role requires the ability to work flexibly, and with that, some evening and weekend work may be required for which time off in lieu may be taken on agreement with your line manager.</p>
<b>Place of work</b>	Church House, Langford Locks, Kidlington, Oxford, OX5 1GF
<b>Holidays</b>	<p>Your annual leave entitlement is broken down as follows:</p> <ul style="list-style-type: none"> <li>- During the first year of your employment with us you are entitled to 25 days of annual leave per annum.</li> <li>- During the second year and up to and including the fifth year of employment, you will be entitled to one day of extra annual leave per consecutive year.</li> <li>- In the sixth year and thereafter, you will be entitled to 30 days’ annual leave per annum</li> </ul> <p>The above annual leave entitlement is calculated on a pro-rata basis for part-time employees.</p> <p>In addition, you are entitled to the usual United Kingdom public holidays.</p> <p>Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday, and Christmas Eve.</p>
<b>Pension provision</b>	It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. Our scheme is the Church of

	<p>England 'Pension Builder 2014' (PB 2014). Information can be sought from the Church of England website:  <a href="https://www.churchofengland.org/sites/default/files/2024-04/my-membership-april-2024_1.pdf">https://www.churchofengland.org/sites/default/files/2024-04/my-membership-april-2024_1.pdf</a></p> <p>We operate our auto-enrolment pension scheme as a Pension Salary Exchange (PSE) scheme. This means you will exchange your 5% annual salary pension contributions for additional employer contributions reducing your tax and national insurance payments.</p>
<b>Probation period</b>	6 months, during which time progress is regularly reviewed and the period may be extended.
<b>Notice period</b>	During probation, 1 month and thereafter, 3 months from either side or the statutory minimum (whichever is greater).

**NOTE:** The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. Need for flexibility shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the ODBF to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

**Review period:** At end of probation

Signed: .....

Dated: .....