

ROMAN CATHOLIC DIOCESE OF ARUNDEL AND BRIGHTON
DIOCESAN FINANCE OFFICE
BISHOPS HOUSE, THE UPPER DRIVE, HOVE BN3 6NB

ADMINISTRATIVE ASSISTANT – PROPERTY TEAM

DIOCESAN ADMINISTRATION OFFICE

The Finance Office in Bishop's House, Hove is the Diocesan centre for finance, property and legal issues. We provide advice and services to our 85 parishes and 64 schools. We maintain the Diocesan accounts, payroll and pension scheme and manage the Diocesan banking and investments, insurance schemes and tax reclaims. We are a small, friendly but very busy office. We support parishes and Diocesan offices in ensuring that health and safety is observed in our organisation and that our buildings are safe and well maintained. The Diocese owns over 20 residential properties, most of which are used to accommodate retired priests.

MAIN RESPONSIBILITIES OF ROLE

The Administrative Assistant in the Property Team will report to the Buildings Officer, with a primary focus on monitoring and supporting health and safety compliance in the Diocese and parishes. The Administrative Assistant will also take responsibility for maintaining and developing the property database.

The employee in this role will

- monitor and update the Health and Safety database
- ensure orderly maintenance of the property database
- updating preferred supplier lists
- visit parish sites and other properties to liaise with priests and providers of inspection services etc as required

IMPORTANT RELATIONSHIPS

- Buildings Officer
- Health and Safety Competent Person and Committee
- Secretarial and administration staff in the Finance Office
- Parish priests
- Contractors

KEY ACCOUNTABILITIES

- Use the online Health and Safety database to monitor parishes' compliance with Diocesan requirements
- Pro-actively approach parishes to offer support on updating the database
- Use the system to produce reports showing Health and Safety status and progress
- Compile and maintain a list of relevant suppliers to support parish needs in H&S eg lightning conductor testing, PAT testing, electrical survey, building contractors
- Filing of correspondence and documentation, maintain log of property reports including five year condition surveys
- Develop and maintain lists of suppliers used and recommended in the Diocese for property requirements

OTHER REQUIREMENTS

- No prior property or health and safety knowledge is required, as this role will be supported by professional 3rd parties when required, but a willingness to develop knowledge and expertise in these areas and to attend training is essential.
- Qualifications reflecting a good standard literacy are essential.
- Good IT skills are necessary with the capability of using databases, Word and Excel.
- Own car and driving license, willingness to travel to around the Diocese to see people and properties.
- Willingness to pick up other reasonable duties as they arise.

Salary range – from £22,000 to £23,000 (full time).