



Property Assistant  
May 2025



DIOCESE OF  
**Bath & Wells**

Living and telling the story of Jesus

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## Dear applicant

Thank you for your interest in the post of Property Assistant.

We hope you find the application pack provides all the information you need in order to consider your candidature for this post. If, however, you have any further questions please initially contact Human Resources.

If you would like an informal conversation about the post you are welcome to contact James Millard, Head of Property and Glebe via email [james.millard@bathwells.anglican.org](mailto:james.millard@bathwells.anglican.org)

The key dates for the appointment process are on the following page. Should you decide to apply for this post we look forward to receiving your application and wish you well. Details on how to apply are at the end of this pack.

### Contact details

Human Resources - Enita Andrews, HR Manager

Phone: 01749 685113

Email: [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org)

# Application details

## Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. After shortlisting we strive to contact all those who have applied to advise of the outcome; if after 3 weeks from the closing date you have not heard from us, please do contact the HR team. A copy of our privacy policy for job applicants can be downloaded from our website.

## Interviews

Interviews will take place at Flourish House in Wells on Wednesday 18 June.

Further details regarding the selection process will be communicated at the time applicants are invited for interview.

## Safeguarding

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the diocesan website.





## The Diocese of Bath and Wells

The Diocese of Bath and Wells broadly encompasses the historic county of Somerset, extending to include a small part of the county of Dorset. It is a diverse region with more than 500 settlements across the county, many of them small and rural which account for 43% of the population. Although two thirds of Somerset is rural, more than half the population lives in urban areas.

The diocese loves and serves in the region of 1,000,000 people who live here through its family of 466 parishes and 182 church schools and more than 170 chaplaincies. This family works for the good of local communities in a range of practical and pastoral ways, caring for the vulnerable, supporting families and encouraging children and young people.

The Bishop of Bath and Wells has overall responsibility for the diocese. He is assisted by a suffragan bishop, the Bishop of Taunton (currently in vacancy)

There are three archdeacons in our diocese, serving the archdeaconries of Bath, Wells and Taunton. There are 160 stipendiary clergy posts, 42 self-supporting licensed clergy and 210 licensed Readers.

Everything the diocese does is underpinned by prayer and worship and we are driven by our vision that: 'In response to God's immense love for us, we seek to be God's people, living and telling the story of Jesus.' We seek to live this story as disciples of Jesus Christ in the world and to tell it, both in sharing the good news and by the way in which our lives speak about Him.

## Living and telling the story of Jesus

Our vision and strategy speaks to the story of Jesus; his life, teaching and work, his death and resurrection; the story which is the context of our faith and the content of our message. In the Diocese of Bath and Wells we strive to be a growing church. We are committed to witnessing and to living out the Gospel of Jesus as we seek to transform and be at the heart of our local communities, bringing love and care for our neighbours, and service to those in need.

We are working together to achieve this by:

- Valuing and cherishing the people and resources we already have
- Developing new Christian worshipping communities
- Sharing in leadership and ministry
- Deepening and growing faith





## About the role

Extending across Somerset and North Devon including Bath, Wells, Exmoor, Taunton, Yeovil, Bridgwater and surrounding areas, the Diocese of Bath & Wells operates across 477 parishes. The Diocese incorporates a portfolio of nearly 3,000 acres of glebe land and more than 250 buildings including an investment portfolio (residential and commercial) and operational residential assets.

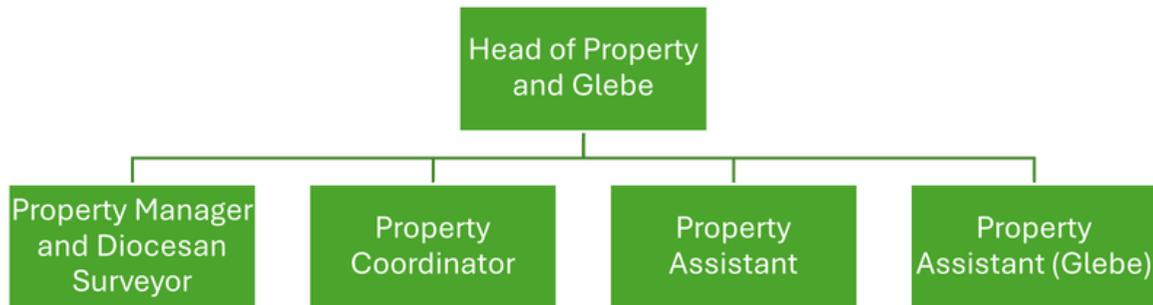
The Diocese is keen to realise the opportunity to generate additional value from its land, housing and investment portfolios. The Property Team, led by the Head of Property and Glebe, has responsibility for the Diocese's occupied residential assets (homes of the clergy) including circa 250 buildings, managed by the Property Manager (Diocesan Surveyor) and members of the property support team. The department supports clergy and their families with accommodation appropriate to their needs and, as far as possible, relieves them of domestic concerns in order that they may concentrate upon their pastoral responsibilities. The property department is committed to delivering a high standard of service to its occupiers.

This is an exciting opportunity to become part of a small, driven and agile team working within a dynamic, multi-disciplinary environment. You will play a pivotal role in shaping and delivering a long-term land and property strategy that supports the Diocese's wider strategic objectives and enables sustainable growth across the region.

## About the role

The Diocese consists of a portfolio of residential operational property (clergy homes), land and property investment holdings. The portfolio is made up of circa 250 buildings and over 2,700 acres of glebe land.

The Property Team is responsible for delivering a comprehensive programme of inspections, repairs, and improvements aimed at raising the standard of diocesan clergy housing. This work is underpinned by strong, collaborative relationships with occupiers, external contractors, builders, and architects, as well as the accurate management of the property portfolio and compliance database. As a first point of contact for many clergy moving into the Diocese, the team plays a vital role in supporting clergy and their families, ensuring their housing needs are met. Within this, the Property Assistant holds a key function in facilitating day-to-day operations, operating property management software (Fixflo) and maintaining effective communication with occupiers.





# Job description - Property Assistant

## Our Vision

In response to God's immense love for us, we seek to be God's people living and telling the story of Jesus.

## Key purpose of the post:

- To provide assistance, administration and systems support to the Head of Property and Glebe, the Property Manager/Surveyor and Property Coordinator in managing the Diocese's property portfolio including administration of contractor/supplier payment runs and bookkeeping, assisting with the day to day maintenance of the residential portfolio and administration of the property repairs and maintenance interface; Fixflo.

## Location:

The Diocesan Office in Wells.

## Reporting to:

Head of Property and Glebe.

## Key Relationships

- The Head of Property and Glebe
- Diocesan Property Manager/Surveyor
- Property Coordinator
- Property Assistant
- Clergy, clergy spouses, occupants and tenants
- Contractors
- Statutory agencies
- Finance Team

## Main responsibilities

- To be a first point of contact for property occupants; managing telephone, email and postal enquiries from occupants, tenants and contractors, referring to team members' and other departments as and when appropriate.
- Issue general work orders to contractors, requesting quotes and liaison regarding access arrangements for works. Follow up on works on a regular basis to ensure they are completed conducted via Fixflo platform
- Manage day to day responses to maintenance uses and make decisions accordingly on required works with regards obtaining quotes, issuing of purchase orders, coordinating the works to be carried out, liaising with the contractors and ensuring that work is completed to the required standard.
- Assist the Head of Property and Glebe and the Property Manager with their diary management, arranging surveys and visits, taking messages and coordinating when the surveyor is out of office.
- Type up notes and minutes and take notes/minutes at Delegated Committee meetings, as required.
- Lead the management of data input on the property portfolio database (Fixflo), plus excel spreadsheets and word documents. Coordinating resulting information and updating database and producing reports.
- Update property portfolio database and monitor historic archive systems. Register and file legal documents to ensure correct records are maintained. Coordinate electronic filing system and hard copy filing where required.
- Coordinate and manage the approved contractor list, ensuring all records are accurately maintained and in accordance with the departmental health and safety policy.
- Provide effective administrative support in relation to tenders adhering to the correct procedures and ensuring accurate recording and dissemination of information/purchase orders/works instruction.
- Assist the Head of Property and Glebe to monitor the department budget. Provision of invoice and job commitment reports on a regular basis to the Head of Property and Glebe
- Check invoices against purchase orders, assist with the production of reports for the Head of Property and Glebe and others. Deal with any enquiries on payments/invoices.
- Liaising with statutory authorities, occupants, tenants, agents, other professionals and contractors when required and to ensure correct collation and updating of required certifications. Organise the ordering of the statutory compliance requirements of the diocese under the supervision of the Property Manager/Surveyor e.g. boiler, gas and electrical testing.
- Ensure that statutory maintenance deadlines are met and works to other deadlines required by the role.

## Main responsibilities

- Work in accord with the departmental Health & Safety Policies and complete online/in person training as and when required.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Recognise health and safety is a responsibility of every employee, to take reasonable care to self and others to complete with the Diocesan policy and any service-specific procedures/rules that apply to this role.
- Recognise our environmental strategy and net zero target.
- Undertake any other reasonable duties as may be required by the Head of Property and Glebe.





# Person Specification

## Qualifications, knowledge and experience

### Essential:

- A Level qualification or equivalent
- Previous administrative experience
- Experience of working within a busy customer focused environment

### Desirable:

- Administrative qualification
- Previous experience of working in a property-related environment
- Experience of using an electronic filing system and database
- Experience with property management, bookkeeping and accounting operations
- Knowledge of the Church of England

## Skills, competencies and abilities

### Essential:

- Strong administrative and organisational skills
- Able to prioritise workload, work efficiently and confidently in a demanding and busy environment, ability to handle challenging situations
- Ability to use email/Outlook/Sharepoint/Microsoft office 365 and other software
- Aptitude for learning a bespoke data/property package
- Strong attention to detail, able to analyse and simplify detailed information, identifying and recording key elements
- Strong communications skills – written and spoken; ability to build relationships with suppliers, contractors, colleagues, tenants and clergy occupants.
- Ability to work under on own initiative as required

### Desirable

- Knowledge of property legislation and Health and Safety at Work with regards property management.



# Person Specification

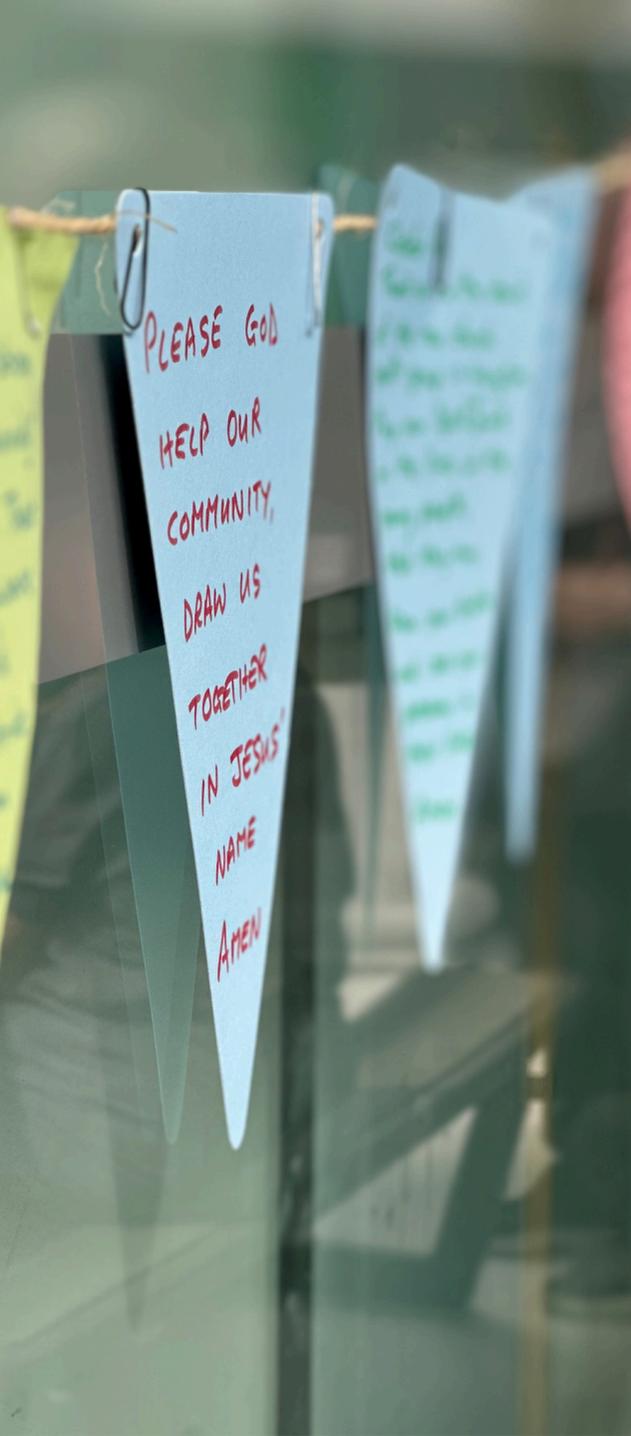
## Work related personal qualities

### Essential:

- Strong team player; positive, proactive and flexible
- Confident, helpful and polite with a professional manner
- Ability to maintain confidentiality.
- Sympathy with the vision, objectives and values of the Church of England

### Desirable:

- Ability to work well within a small agile team.
- Ability to identify and adapt within a team context.
- Reliance to busy periods and ability to prioritise workload



# Terms and Conditions

## Hours of Work

Part-time, 30 hours per week spread over 5 days, core working hours to be agreed with successful candidate. Some hybrid working will be considered.

## Salary

£26,250 per annum pro rata; actual salary £21,875 per annum.

## Term

Permanent role.

## Pension

The pension scheme is administered by the Church of England Pensions Board. The employer will contribute 10% of the employee's pensionable salary and the employee can choose to make an additional voluntary contribution of any proportion of their pensionable salary.

## Holiday

25 days per year, plus bank holidays pro-rata. The holiday year runs from 1 January to 31 December. Additional discretionary days may be given at Christmas and Easter

## Expenses

All reasonable working expenses, including mileage for travel, will be met at the agreed Diocesan rates.

## Probationary Period

This post will be subject to a six month probationary period.

## How to apply

Please apply for this post using the application form which can be downloaded from [bathandwells.org.uk/-vacancies/diocesan-staff/](https://bathandwells.org.uk/-vacancies/diocesan-staff/) and send this by post or email, to:

Enita Andrews  
HR Manager  
The Diocese of Bath and Wells  
Flourish House  
Cathedral Park  
Wells BA5 1FD  
Email: [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org) | Tel: 01749 685113

The closing date for applications is noon Thursday 12 June 2025

Interviews will take place on Wednesday 18 June 2025.

This appointment is subject to proof of the right to residency in the UK under UK Visa and Immigration regulations.





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