



Our Lady of Pentecost

Balwyn, Camberwell, Deepdene, Surrey Hills and Wattle Park

POSITION DESCRIPTION

Position Title:	Parish Property Co-ordinator
Location:	Our Lady of Pentecost Parish
Employment Status:	Permanent Part-Time one day per week (flexible)
Reports to:	Parish Priest

POSITION PURPOSE

To assist the Parish Priest in conjunction with the Parish Finance and Investment Committee in working to ensure sound financial management and accountability of the parish.

You will have experience, enthusiasm, and passion for working in a religious environment and for delivering exceptional customer service. You will also be flexible and willing to work additional hours from time to time.

The role of the Property Co-ordinator is a facilitating one between the Parish Priest, Parishioners, Schools & CAM Support Service Departments, such as Administration, Information Technology, Accounting, Building & Property and Human Resources.

This position requires an understanding of and commitment to the teachings and practices of the Catholic Church while embracing other religions and points of view with an open mind.

KEY SELECTION CRITERIA

- A clear understanding of the mission of the local church at Our Lady of Pentecost Parish.
- Proven ability to work as part of a team and ability to work independently and unsupervised.
- Excellent interpersonal skills and ability to talk to people of all ages.
- Competent in Microsoft applications including Excel, Publisher, PowerPoint and Word

WORKING HOURS

7.6 hours per week, flexible arrangement.

KEY ACCOUNTABILITIES

Properties & Maintenance:

- Oversee and manage Parish Assets
- In collaboration with the Parish Finance and Investment Committee to oversee planning, development, and maintenance for all Parish Assets
- To be a member of the Finance and Investment Committee – provide an annual status report on all properties or earlier if there are changes
- To be a member of any Committee relating to a parish property project
- Review all property leases; monitor for renewal, market rental reviews etc.
- Assist with the property maintenance of all parish facilities
- Liaise with Camberwell Primary School on requirements, queries and invoicing
- Liaise with St Paul's Special School on requirements, queries and invoicing
- Liaise with Priests Retirement Foundation
- Liaise with Catholic Chinese Community re any repairs and maintenance required of the property
- Liaise with CAM Property as required

Parish Office: 19 Brenbeal Street, Balwyn, Vic 3103

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ABN: 69 729 062 688

- Maintenance of all investment rental properties; liaise with real estate agents; conduct annual inspections
- Liaise with trade personnel for all repairs and maintenance of all properties across the parish.
- Maintain Essential Services Manuals for all properties.
- Maintenance Schedule – review and action as required
- Review insurance policies annually and attend to all insurance related matters.
- Annual review of gardeners and cleaners; quarterly review with gardeners of all properties
- Provide assistance, advice and support to the Parish Priest on any decisions regarding the property holdings of the parish.

All other duties as directed by the Parish Priest.

OTHER REQUIREMENTS

- Working with Children Check
- Police Check also required
- Right to Work

INTEGRITY IN THE SERVICE OF THE CHURCH

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

1. Are committed to justice and equity
2. Uphold the dignity of all people and their right to respect
3. Are committed to safe and supportive relationships
4. Reach out to those who are poor, alienated and marginalised
5. Strive for excellence in all their work

POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed, and fully understand the position description for Property Co-ordinator – Property. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ **Date** _____

Employee Signature _____