

Manager, Parish Property Services

- Contribute to the work of the Sydney Anglican Diocese
- Use your strategic, technical administration skills to support parishes with their property needs directly and through a range of boards and committees
- CBD-based Christian professional services organisation, with flexible work practices

About us

Sydney Diocesan Services (SDS) is committed to supporting the building of God's Kingdom through the provision of a range of valued services to organisations and churches in the Anglican Church Diocese of Sydney.

SDS provides property services to the Anglican Church Property Trust (ACPT) through the Parish Property Services (PPS) team. This team comprises 8 persons and is responsible for administration and management related to the 1,100 properties valued at over \$3.5 billion that are overseen by the ACPT on behalf of the Diocese. These properties extend from Ulladulla in the south to Berowra in the North and Lithgow in the West.

SDS advocates and supports your professional development including relevant training.

About the role

You will be providing strategic, technical and administrative support directly to parishes and principally through the work of the Anglican Church Property Trust Diocese of Sydney (ACPT):

- provision of management, administrative and strategic property support services for parishes to assist them in managing and developing parish (real and other) property and to support diocesan organisations with property-related matters, as required
- provision of corporate governance support and technical expertise to parishes, senior clergy, the senior management team of SDS, the Head of Parish Property Services (HoPPS) and the ACPT Board and its subcommittees.
- assist the Manager, Compliance & Support, as required, through providing technical expertise and management oversight of compliance with legislation relating to fire-safety, hazardous materials, cemetery, and columbarium and heritage matters and in the administration of various government grants programs on behalf of parishes.
- the assistant, PPS reports to this role to help deliver services to our parishes

About You

The successful applicant will have a minimum of 5 years of management and/or technical experience in one or more of - corporate, government, business, faith sectors and/or administration/property /insurance in an office environment as well as a sound knowledge of



diocesan structures and procedures and the property industry generally, including current laws and compliance regulations affecting property.

You will have the ability to work with limited supervision/effectively manage competing priorities and comply with tight deadlines in a service oriented environment. You will also have attention to detail, strong written and verbal communication skills, good numeracy skills, strong problem solving and analytical thinking skills, and proficiency in the suite of Microsoft business products to at least intermediate level. Applicants should also demonstrate excellent organisation skills, initiative and ability to learn new skills, and a proactive attitude.

Consistent with the ethos and values of SDS, applicants for the position must have a demonstrated Christian commitment and being an active member of an Anglican church in the Diocese is an advantage.

SDS's values underpin the way we work and we offer professional development opportunities, flexible work practices, and an Employee Recognition Program.

- Please call Amy Bokalawela, Human Resources Assistant on [9265 1555](tel:92651555) or [0433 996 382](tel:0433996382) for the Position Description or with any inquiries.
- Apply with a covering letter and resume to recruit@sydney.anglican.asn.au

