

## Assistant – Parish Property Services

- **Mid-level position with an experienced team in property trust management.**
- **Part-time (3 days a week) maternity leave cover starting December 2022 for 8 months.**
- **CBD-based Christian professional services organisation – Salary range \$36,000-\$48,000.**

### About us

Sydney Diocesan Services (SDS) is a key part of the central administration of the Anglican Diocese of Sydney. Our main role is to provide a range of professional services to the Synod, to other diocesan organisations and to parishes in support of the mission work and many other ministries taking place across the Diocese.

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.

### About the role

The role is within the PPS team of SDS and is an important support role that will see you assisting the team with various day-to-day functions and maintaining a continued high level of service delivery to achieve customer satisfaction for both internal and external customers.

You will be responsible for:

- Responding to parish enquiries over the phone and through email, providing advice on grant applications, leasing and licensing property and processes for property development.
- Preparing reports for the ACPT.
- Preparing and compiling documents for signing including development applications and construction certificates.
- Preparing payments for contractor invoices for building contracts, reimbursement to parishes in relation to building costs and acquisition and sale of properties.
- Witnessing execution of various legal documents including: building contracts, lease documents, licences, contracts for sale and purchase of land, loans and mortgages, land subdivisions, boundary adjustments and memoranda of understanding.



- Receiving original copies of Bank Guarantees and other instruments and ensuring excellent record keeping, both electronic and hard copy (where needed).
- Working more broadly with Insurance Services and other parts of the team when required.

## About You

The role is a part-time maternity leave contract initially for 8 months, with the possibility of an extension. The role is a mid-level position aimed at a person with an interest and experience in property or trust administration, or studying business or property administration.

You will be able to work autonomously, while being keen to learn and willing to take direction. Attention to detail and curious nature are essential, coupled with confidence in asking questions to ensure the right outcome.

You will enjoy completing tasks and projects and have an exceptional eye for detail and accuracy. You will be an excellent communicator who finds it easy to build rapport and relate well with people from a diverse demographic (in our case volunteer office holders).

Good numeracy skills are important as is proficiency in the Microsoft Office suite of products to at least an intermediate level. A willingness to learn new systems and strong discipline around keeping track of all administrative processes will be important.

Most of all we want someone who wants to work as part of a team, has a positive attitude, respects others, seeks to collaborate, ensures we deliver and celebrates others' achievements.

Consistent with the ethos and values of SDS, applicants for the position are to have a demonstrated Christian commitment. Being an active member of an Anglican church with knowledge of 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 0433 996 382 for the Position Description.
- Apply with your resume and long with a covering letter outlining your relevant skills and experience and explaining why you are a good fit for this role to [recruit@sydney.anglican.asn.au](mailto:recruit@sydney.anglican.asn.au)
- Please call **Scott Lincoln – Manager, Parish Property Services** on 9265 1633 with any inquiries.
- Applications will be assessed during the application period.

