

Property Support Officer, Property & Finance Workgroup

Role Profile

Part- time (average 16 hrs/week)
Reports to the Convenor of the Workgroup
Final 30 July 2026

INTRODUCTION

The workload of the Property and Finance Workgroup has become increasingly large, and it has relied upon a largely voluntary and ageing group of long-term members that have, over the years, contributed greatly. To better support the Workgroup the new role of Property Support Officer has been established, with an estimate of an average of 16 hrs/ week, fixed term, for an initial three year period.

The workgroup meets monthly for up to two hours, except January. They meet face to face, or via zoom, and there are on occasions an additional meeting to address an urgent matter(s).

PURPOSE

The purpose of the role is to provide practical property support for churches and the workgroup regarding property approvals, property assessments, property improvements, plus liaising between the workgroup and churches undertaking maintenance or property development over \$100k. The role can also provide initial advice for a church contemplating significant maintenance and/or development, plus knowledgeable to refer to suitable contractors to provide specialist support.

RESPONSIBILITIES

Accountable to the Convenor, the role of Property Support Officer includes:

- Attend Property & Finance Workgroup meetings
- Assist churches complete application templates seeking approval for property maintenance (over \$100k) and/or property development.
- Provide initial advice for a church contemplating significant maintenance and/or development, plus referring them to contractors to provide specialist support if that's required.
- Undertake, or organise a third party to undertake property assessments of church buildings as part of congregation reviews.
- Liaise with third parties in relation to the sale or purchase of property on behalf of the Workgroup.
- Keep in contact with churches that are progressing property development and/or maintenance over \$100k, reporting back on their progress to the Workgroup.
- Assist with overseeing insurance of buildings across the Presbytery.

REQUIREMENTS FOR THE ROLE

- Technical knowledge about and experience in renovations and new builds
- Experience in property management and co-ordination
- * Able to undertake some church assessments and oversee appointment of contractors to assess church buildings as part of congregational reviews
- * Equipped to provide advice to churches regarding possible contractors and specialist support
- Very good communication skills
- Well organized, efficient, and a quick learner.
- Experienced in document management.