



Buildings Administrator

Vicarage

**Appointment Pack
Winter 2025**



Thank you for your interest in the role of Buildings Administrator within our property team.

We are currently moving from outsourced property inspections to an in-house model, and this new role is a key part of the restructuring which supports this move.

We are looking for an experienced, full-time administrator to keep paperwork, data and schedules running smoothly for works to approximately 300 clergy homes, and the diocesan office.

If this could be you, we would be delighted to receive your application. Further details are available in this pack, but if you would like an informal conversation to help you in considering your application please contact Ruth Carl (Governance & HR Operations Manager), via Email - HR@stalbandsdiocese.org to arrange this.

We look forward to hearing from you!

A handwritten signature in dark ink, appearing to read 'D White'.

David White
Diocesan Secretary

The Property Team

Property Team

The Property Team of the Diocesan Board of Finance supports the mission of the diocese across our parishes and schools in Bedfordshire, Hertfordshire and Barnet (there is more information about the diocese on page 7). We are a busy team working in a complex and unusual area of property. There are three main areas of property work that we deal with:

- A. **Housing:** Providing comfortable and suitable housing for clergy and office space for diocesan staff. We manage almost 300 homes and the diocesan office building for operational use through maintenance, improvements, letting during vacancy, and stock turnover including occasional new build projects.
- B. **Investments:** Managing, developing and maximising returns from the real estate investments of the diocese. These investments comprise primarily rural land (glebe) within the diocese's geography and the income funds clergy stipends. We are supported by external managing agents in this portfolio.
- C. **Trusts:** Supporting parishes with property matters and withdrawals from trust funds. The Diocesan Board of Finance is the custodian trustee for approximately 1,000 local parish trusts that hold parish property and funds. (Churches and churchyards are outside our scope – for these, parishes are supported by the Diocesan Pastoral & Advisory team.)

The diocesan Property Team is undergoing a period of transformation including restructure and modernisation of our systems and ways of working, to improve our support for clergy and parishes in local ministry.

Clergy housing and the office will be managed by the Buildings Surveyor (supported by a dedicated administrator) and the Clergy Housing Manager. The Asset & Development Manager leads on asset maximisation for housing and investments; the Property & Trusts Advisor is responsible for trusts and supports with legal work arising for housing and investments. The team is managed by the Property Director and the whole team will, in the near future, be supported by two part time team administrators, as well as various external professional advisors and contractors.

Job Description

Job Title:	Buildings Administrator
Department:	Property
Line Manager:	Building Surveyor and Facilities Manager
Reviewed By:	Property Director
Date:	Winter 2025

Job Profile

Purpose of the Role

The Buildings Administrator provides full-time administrative support to the Building Surveyor & Facilities Manager to help deliver planned inspections, repairs and improvement programmes across the diocesan estate. This includes organising five yearly (quinquennial) inspections, keeping property data up to date, coordinating contractor schedules and paperwork, and supporting regular maintenance tasks that happen throughout the year.

The role plays a key part in ensuring buildings are safe, well-maintained and compliant, and supports the move from previously outsourced inspections to an in-house model.

Decision Making and Authority

The post-holder manages day-to-day inspection coordination, contractor documentation, and records systems, within the framework and guidance of the Building Surveyor & Facilities Manager. They are expected to flag delays, potential risks, or contractor issues, and to suggest improvements to data and systems.

Guidance and Direction

The post-holder works closely with the Building Surveyor & Facilities Manager, supporting the operational delivery of inspection programmes, remedial works, and statutory compliance. They may also provide occasional administrative support to the wider Property Team as agreed.

Key Relationships and Context

Internally: All other Property Team members, Finance Team, Archdeacons and Diocesan Office staff.

Externally: Parish clergy and PCCs (in relation to property matters), contractors and suppliers, utility companies, letting agents, legal and planning contacts, churchwardens and church advisers.

Pressure and Working Environment

The role is primarily desk-based but involves significant coordination of works, contractors and schedules across multiple properties. The post-holder must balance routine administrative tasks with periods of high-volume activity around inspections and capital works programmes. Strong organisation and communication skills are essential.

Duties and Key Responsibilities

Quinquennial and Statutory Inspection Support

- Coordinate the scheduling and communication of five yearly (quinquennial) inspections and subsequent works across clergy housing and other properties
- Liaise with surveyors and church officers to confirm access arrangements and track works progress
- Maintain up-to-date inspection records, reports, approvals and follow-up actions in the appropriate systems
- Log inspection outcomes and assist in preparing summary reports for committee or team review

Major Works and Facilities Programme Support

- Maintain project and contract documentation for major works
- Track programme progress and ensure contractors submit documentation (e.g. RAMS, insurance, method statements)
- Monitor key dates, contractor appointments, deadlines and documentation requirements
- Support data entry and updates in the property database or asset management tools
- Assist in the preparation of procurement documents or quotations for tender exercises

Team Administration and Support

- Process invoices and manage documentation relating to building works and inspections, liaising with finance team
- Assist in producing updates and reports for the Property Committee or Building Surveyor & Facilities Manager
- Maintain templates, spreadsheets, and internal records for cyclical work plans and improvements
- Monitor email and phone communications relating to inspections and building compliance
- Work with other Property Team administrators on shared systems, folders and information

Other responsibilities

- Participate in team meetings and planning sessions
- Provide administrative support to other Property colleagues during peak periods or absence
- Attend training relevant to the role, including compliance, health and safety and property management systems

Diocesan Policies

To be aware of and adhere to diocesan policies and protocols including, but not limited to, the areas of:

- Safeguarding
- Data Protection and GDPR
- Net Zero Carbon
- Racial Justice
- Sexual harassment prevention

To commit to undertake training and engage with information and instruction in respect of the diocesan policies and protocols referred to above.

Person Specification

Knowledge, Experience and Skills

- Minimum of two years' experience in a building surveying, facilities management or buildings compliance-related administration role
- High level of IT literacy, including Microsoft Office, document collaboration tools (e.g. SharePoint), and data systems
- Experience coordinating works or inspections across multiple sites (e.g. housing, schools, or commercial buildings)
- Excellent administrative skills with strong attention to detail
- Strong organisational skills and ability to manage multiple projects and deadlines
- Experience handling sensitive data and communicating with external contractors or professionals
- Able to escalate risks or delays appropriately and contribute to improving systems
- Familiarity with building-related documents such as surveys, contractor certificates, and statutory checks (desirable)
- Experience of working in a public sector, charitable or ecclesiastical environment (desirable)

Personal Attributes

- Methodical and highly organised with strong follow-through
- Professional and courteous communicator
- Able to balance routine admin with fast-moving works and inspections
- Calm and solution-oriented under pressure
- A collaborative team player who supports others in a busy team
- Understanding of and sympathy with the life and work of the Church of England

The Diocese of St Albans

The Diocese of St Albans consists of the counties of Hertfordshire and Bedfordshire and part of the London Borough of Barnet. The population is approximately 1.8 million, and the total electoral roll number is approximately 32,000. The Bishop of St Albans (role currently in vacancy) has overall responsibility for the Diocese and is assisted by two suffragan bishops, the Bishop of Bedford and the Bishop of Hertford, who in turn are assisted by the Archdeacons of St Albans, Bedford and Hertford. There are twenty deaneries, and the Diocese has 340 parishes, of which about one third are rural, 380 churches and more than 300 clergy (of whom more than 250 are stipendiary). There are 136 Church Schools and Academies in the Diocese.

The Diocesan Synod is the elected decision-making body of the Diocese and the Bishop's Council as the Standing Committee of the Synod has a key role in formulating diocesan policy.

The Diocese of St Albans has a clear vision of Living God's Love with three priorities: Going Deeper into God; Transforming Communities and Making New Disciples, and doing so with: creativity, joy, imagination and courage. The vision flows from God's love for us and is expressed in our love for God and our neighbours. Through *Living God's Love* we are seeking spiritual and numerical growth across our parishes, benefices, schools and chaplaincies.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Holywell Lodge in St Albans. There is a strong Christian ethos within the office, but there is no expectation that all staff will necessarily be practising Christians.

The work of the staff is overseen by three Boards:

The **Board of Finance** is responsible for formulating the diocesan budget, which is currently about £17m, and for managing clergy housing, investments and overseeing parochial trusts, the combined value of which is about £200m. The lead officer of the Board, who has overall responsibility for the staff of the Diocesan Office, is the Diocesan Secretary.

The **Board of Education** is responsible for the 136 church schools and academies in the diocese. Most of these schools and academies are in Bedford Borough, Central Bedfordshire and Hertfordshire, with one in Luton and two in the London Borough of Barnet. This work is led by the Director of Education.

The **Board for Mission and Ministry** is responsible for the development and learning of ministry teams within the Diocese and the mission of the Church in wider society. This work is led by the Director of Mission and Ministry.

Terms and Conditions of Employment

Salary:	A competitive salary in the range £29,870 – £31,500 per annum.
Pension:	Enrolment with the Church of England Pensions Board with a competitive employer contribution.
Hours:	This is a full time role of 35 hours per week; normal Diocesan Office working hours are Monday to Friday, 9am to 5pm with an hour for lunch. There is a requirement to work flexibly with occasional out of hours commitments, for which time off in lieu is given.
Holidays:	The annual leave entitlement is 26 days per year plus the statutory Bank Holidays and the working days falling between Christmas Eve and the New Year bank holiday.
Term:	This is a permanent position. Following a six months' probationary period, the notice period will be three months.
Place of Work:	The post is based primarily at the Diocesan Office, with some home working. Attendance at the Diocesan Office is expected for a minimum of two days per week.
Ongoing Development:	We are committed to staff development based on an annual review which helps highlight learning and training requirements.
Status:	The successful applicant will need to provide proof of right to work in the UK.

To apply for this post, please complete the Application Form and send this, together with the Recruitment Monitoring Form to the Diocesan Secretary (details below):

Closing date: **Monday 19 January 2026, 12 noon**
Interviews: **Tuesday 3 February 2026, in St Albans**

Submit via email (preferred): HR@stalbandsdiocese.org

or by post to: David White, Diocesan Secretary, Diocese of St Albans, Holywell Lodge,
41 Holywell Hill, St Albans, AL1 1HE

References may be taken up before interview. Please indicate clearly if anyone may not be approached at this stage.