



your experts in church properties

Our Vision

We aspire to glorify God by safeguarding for Gospel use independent church properties and making them fit for their God-given purpose.

Our Mission

We aim to fulfil our vision by:

1. Holding and accepting independent church properties (as owner or trustee) and:
 - Blessing churches which occupy our buildings by granting concessionary tents;
 - Helping these churches to keep their properties in good condition, compliant with legislation and suitable for modern church use, including helping to fund building projects;
2. Providing professional property and architectural services and guidance in church practice and governance, including encouraging churches to make best use of their properties;
3. Supporting church planting and revitalisation of independent churches.

Property Administrator – Job Profile

May 2019

Responsible to: Operations Director

Purpose of the Property Administrator's Role

The role of the Property Administrator is to provide ongoing administrative support to the Chief Executive, Property Manager, and Architect ensuring the functioning of the property management services and consultancy of the organisation is efficient and meets its objectives. The Property Administrator will also support the Operations Director in the implementation of goals, strategy and objectives set by the organisation.

Property Administrator Job Duties

1. Provide ongoing property administrative support to the Chief Executive, Property Manager and Architect;
2. Collate and maintain the organisations Fit for Purpose assessment records and provide this data at regular intervals to the Operations Director;
3. Ensure all property compliance records are kept up to date from contact with churches and update and resource each church with their property book;
4. Maintain and book regular visits for the Property Manager to visit churches;
5. Prepare and provide property notes relating to each property;
6. Record and update church property, and contact details on the approved database used by CGT;

7. Provide and update the organisations approved and preferred suppliers list;
8. Provide financial details for rent and insurance relating to church properties to the Administrator/PA to Chief Executive;
9. Support the Administrator/PA to Chief Executive in providing a professional welcome to all guests and visitors, on the telephone, email and in person;
10. Support the delivery of the marketing and media strategy of CGT to new and existing property contacts;
11. Work in collaboration with the Administrator/PA to the Chief Executive on any other duties as required from time to time to fulfil the purpose of the role.

A passion for or sympathy towards the work of Church Growth Trust in line with our vision and mission detailed above would be expected for this role.

Interpersonal skills

- Communicates in a clear logical style (both orally and in writing letter and emails);
- Displays a positive approach and demonstrates high professional standards when carrying out the work;
- Confident and professional telephone manner.

Skills and experience

- Good general education;
- Experience in Microsoft software – Office 365 applications;
- Understanding of church properties and property and legal matters;
- Knowledge of land/property law;
- Good communication skills;
- Able to work on own initiative.