



Property Administrator & DAC Secretary

Job Title: Property Administrator & DAC Secretary

Salary: £27,000 - £35,000 (dependent on experience)

Based: Ty Deiniol, Bangor with some home working and significant travelling required for site visits within the Diocese as required.

Hours: This is a permanent full-time post, 35 hours per week but with some weekend and evening working for which time off in lieu can be taken

Job Purpose: Provide administrative support to the Diocesan Property Team, acting as the first point of contact for enquiries and contributing to the smooth coordination of property-related work.

Support the Diocesan Advisory Committee (DAC) by managing the online faculty system and associated administration, including agendas and minutes.

Assist with the closed churches process and property funding support for Ministry Areas, building effective relationships with key stakeholders and drawing on relevant experience in property or estates work.

Main Duties

- **Administrative Support to the Property Team**

Act as the initial point of contact for property-related queries from clergy, Ministry Areas, and external bodies.

- Provide administrative and logistical support for property projects, maintaining records, coordinating meetings, and ensuring timely responses to requests.
- Develop strong working relationships with Ministry Area Leaders, property professionals, and legal advisors to support the team's operational efficiency.

- **Secretariat Role for the Diocesan Advisory Committee (DAC)**

Manage the full DAC process, including administration of the online faculty system, preparing and circulating agendas, taking and distributing accurate minutes, and ensuring appropriate follow-up of actions.

- Liaise with DAC members, statutory consultees, and Ministry Areas to support the smooth running of the faculty system.
- Ensure compliance with Church in Wales regulations and promote good communication between the DAC and local churches.

- **Support for Closed Churches and Funding Guidance**

Lead administrative processes related to the closed churches programme, working collaboratively with the Church in Wales Representative Body and other stakeholders.

- Act as a key liaison for churches and Ministry Areas, offering practical support and information around funding opportunities for property projects.

- Proactively signpost available grants and assist in the coordination of applications where appropriate.

In fulfilling these duties, the post holder will build and maintain effective working relationships across a wide range of internal and external stakeholders, including clergy, DAC members, property consultants, funders, and the Representative Body of the Church in Wales, helping to ensure the smooth running of diocesan property matters.

Terms and Conditions

Hours of work	This role is based on a 35-hour working week, spread over 5 days. Our standard office hours are between 8:00 AM and 6:00 PM, and your specific working hours can be agreed upon with your line manager to support flexibility and work-life balance. Please note that occasional evening and weekend work may be required to accommodate meetings or events. Any additional hours worked can be taken back as Time Off in Lieu (TOIL).
Term	Permanent
Salary	£27,000 - £35,000 (dependent on experience)
Pension	The employer will contribute 10% of the employee's pensionable salary to the workplace pension scheme, currently provided by NOW Pensions.
Holiday	28 days per calendar year plus bank holidays. The holiday year runs from 1 January to 31 December.
Location	Ty Deiniol, Cathedral Close, Bangor, Gwynedd, LL57 1RL. Flexible working arrangements may be possible.
Expenses	all reasonable working expenses will be met in accordance with the BDBF Expenses policy
Probation	This post will be subject to satisfactory completion of a probationary period of 6 months

Person Specification

Attributes	Essential	Desirable
Qualifications and Training	Good understanding of buildings, construction, and property management, with relevant experience in a property, estates, or building-related role. Full Driving Licence.	Chartered Building Surveyor or Architect or similarly qualified person with at least five years practical experience in the building industry.
Experience	Producing self-generated correspondence and reports. Record keeping – maintenance of electronic and paper filing systems. Good knowledge of historic and listed buildings and building conservation. Experience of briefing and managing consultants, agents, and contractors.	A recognised building conservation qualification
Knowledge Skills and Abilities	Understanding of committee functions and processes.	Knowledge of current opportunities and

	<p>Knowledge of Listed Building regulations.</p> <p>Knowledge of planning regulations and procedures.</p> <p>Understanding of the special nature of a place of worship and consecrated land.</p> <p>Up to date knowledge of Health and Safety legislation, CDM regulations and other relevant statutory requirements.</p> <p>Good financial acumen.</p>	<p>challenges within developing church buildings.</p> <p>Knowledge of Diocesan structures in the Church in Wales.</p> <p>Appreciation and understanding of the heritage and culture of Wales.</p> <p>Ability to speak Welsh or a willingness to learn</p>
Skills and Personal Qualities	<p>Excellent IT Skills and experience of using and maintaining databases. Willingness to embrace new technologies e.g. digital onsite data capture.</p> <p>Excellent interpersonal skills with the diplomacy necessary to deal with sensitive and sometimes controversial matters.</p> <p>Experience of working through democratically organised procedures e.g. committee and board systems.</p> <p>Excellent communicator both written and oral with the proven ability to deliver clear, concise and useful reports.</p> <p>Good interpersonal skills.</p> <p>Willingness to take the initiative.</p> <p>Ability to drive and the use of a vehicle to attend site meetings.</p>	