

Presbytery Property Management Officer – Part-Time, 12- Month Fixed Term Contract

We are seeking a dedicated Presbytery Property Management Officer to provide insights and operational support for the Presbytery's building and property needs. In this pivotal role, you will assist in managing the day-to-day functions of the Presbytery Property Committee and coordinate with the broader Presbytery Administration to ensure property-related objectives are met.

About Us

The Uniting Church in Australia is a vibrant, multicultural Christian denomination with a rich heritage and a deep commitment to reconciliation and community service. With over 250 congregations across Queensland and a broad range of educational and community services, including UnitingCare Queensland and Wesley Mission Queensland, we are dedicated to making a positive impact in our communities.

Key Responsibilities

- Provide guidance to congregations and their councils on planning, implementing, and managing property proposals, ensuring alignment with UCAQ policies, operational standards, and best practices.
- Support congregations in meeting property-related safety, risk, and compliance obligations.
- Review property proposals in consultation with the Property Committee and offer constructive feedback to congregations and stakeholders.
- Share operational advice to improve property management and decision-making.
- Facilitate discussions between congregations to address concerns, align expectations, and encourage collaboration for successful property outcomes.
- Undertake other relevant duties as required to support the Presbytery Property Committee and its property portfolio.

About you

- Demonstrated experience in duties relevant to this position.
- Excellent verbal and written communication skills.
- Knowledge and understanding of the Uniting Church in Australia and the Presbytery of South Moreton would be an advantage.
- A strong team player.

What you will need

- Minimum of Certificate IV in Business, Administration, or another relevant qualification to the requirements of this role.
- Current driver's license.
- The successful applicant must be eligible to work in Australia legally, and proof of eligibility may be requested.
- Suitability Card for Child-Related Employment (Blue Card) – All adults in QLD in regulated employment who work with people under 18 years are required to undergo a "Working with Children Check." Presentation of a current Suitability Card must be made before appointment to the position can be confirmed.
- Act in accordance with the values of the Presbytery.

We are reviewing applications as they come in, so there is no set closing date.

Ready for a meaningful journey? To 'Apply' please email your resume and cover letter to Peter.Richmond@ucaqlld.com.au.

Please see the Position Description below.



Position Description

Position title	Presbytery Property Management Officer
Position status	Part-Time, 12- Month Fixed Term Contract (3 – 4 days per week, Monday to Friday)
Location	Hybrid – Work from home and Presbytery Office, Beenleigh Uniting Church
Classification/salary	Award Free – Level 4
Next review date	March 2026

The organisation:

The Uniting Church in Australia is a passionate and diverse Christian church, a community of people who are shaped by Jesus' teaching and example. The church in Queensland includes congregations, faith communities, presbyteries, schools and colleges, early learning centres, hospitals, aged care centres and many expressions of mission and community service. We are a multicultural church, committed to reconciliation with First Peoples and social justice for all, seeking to steward our resources wisely in the furtherance of God's mission in the world.

Position purpose:

The purpose of this role is to provide insights and operational support for the Presbytery's building and property needs. It plays a key part in managing the day-to-day functions of the Presbytery Property Committee and coordinating with the broader Presbytery Administration to ensure property-related objectives are met.

Key Responsibilities

- Provide guidance to congregations and their councils on planning, implementing, and managing property proposals, ensuring alignment with UCAQ policies, operational standards, and best practices.
- Support congregations in meeting property-related safety, risk, and compliance obligations.
- Review property proposals in consultation with the Property Committee and offer constructive feedback to congregations and stakeholders.
- Share operational advice to help congregations improve property management and decision-making.
- Facilitate discussions between congregations to address concerns, align expectations, and encourage collaboration for successful property outcomes.
- Model the values of the Beenleigh Uniting Church in Australia, in all interactions with managers, lay staff, ministry agents, clients, and stakeholders.
- Undertake other relevant duties as required to support the Presbytery Property Committee and its property portfolio

Key performance indicators:

- Support congregations in addressing issues identified during project reviews or maintenance by providing guidance and resources for timely and effective resolution.
- Assist congregations in managing property matters or concerns effectively, minimising disruption to church operations.
- Provide oversight and resources to ensure all property projects comply with legal and safety requirements, supporting congregations in meeting their obligations.

Reporting relationship and delegations:

This position reports to the Presbytery Standing Committee

This Position sits within the Presbytery Property Committee

Key internal relationships:

- Other Presbytery office administration staff.
- Other Synod office administration staff.
- Presbytery Minister, Presbytery ministry staff and elected officers.

Key external relationships:

- Church Councils and Congregations
- Stakeholders and service providers.

Selection criteria:**Qualifications:**

- Minimum of Certificate 4 Business, Administration, or other related to the requirements of this role.

Experience and skills:

- Demonstrated experience in duties relevant to this position.
- Excellent verbal & written communication.
- Excellent organisation and time management skills.
- Absolute adherence to systems and procedures, task driven.
- Knowledge and understanding of the Uniting Church in Australia and the Presbytery of South Moreton would be an advantage.
- Commitment to working within the purpose and values of the Uniting Church in Australia and adhering to its policies, organisational requirements and processes.
- Most of all a team player

Additional requirements:

- Current Driver's license
- The successful applicant must be eligible to work in Australia legally and proof of eligibility may be requested.
- Suitability Card for Child Related Employment (Blue Card) – All adults in QLD in regulated employment who work with people under 18 years are required to undergo a "Working with Children Check" under the screening provisions of the Working with Children (Risk Management and Screening) Act. Presentation of a current Suitability Card must be made before appointment to the position can be confirmed.
- Act in accordance with the values of the Presbytery.

Authorised by

Presbytery Chairperson

Signature

Name: Mr. Peter Richmond

Presbytery Property Management Officer

Position title

Date