



## Position Description

<b>Position title</b>	Presbytery Property Officer
<b>Position status</b>	Part-time (3 days per week, Monday to Sunday)
<b>Location</b>	Hybrid – Work from home and Presbytery Office, Beenleigh Uniting Church
<b>Classification/salary</b>	Award Free – Level 3
<b>Next review date</b>	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 operational support and insights to the South Moreton Presbytery's Property Committee and congregations regarding building and property needs. This role will function as a liaison between the Committee and Congregations delivering the management and coordination of day-to-day tasks associated with approved property proposals.

**Key Responsibilities**

- Review and provide guidance to congregations and their councils on planning, implementing, and managing property proposals, ensuring alignment with UCAQ policies, operational standards, and best practices.
- Coordinating property proposal tasks with congregations and with the broader Presbytery Administration to ensure property-related objectives are met.
- Provide insights and recommendations for property proposals to the Property Committee.
- In consultation with the Property Committee liaise with Congregations, providing feedback and guidance on the outcomes and implementation of the proposals.
- Provide operational advice to help congregations improve property management and decision-making, in consultation with Property Committee.
- Work collaboratively with congregations to assist and support the coordination of day-to-day property activities, including external contractors as needed.
- 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.
- Respond to property related queries from Congregations and or other stakeholders.
- Actively participate and support discussions between congregations, councils, and the Synod Property representative to address concerns, align expectations, and encourage collaboration for successful property outcomes.

- Provide regular updates to the Property Committee and key stakeholders on property related activity, including progress and any delays.
- Ensure duties and tasks are completed in a timely and efficient manner, as directed by the Property Committee and Presbytery Leadership.
- Model the values of the Uniting Church in Australia, Queensland in all interactions.
- Undertake other relevant duties as required to support the Presbytery Property Committee and its property portfolio.

**Key performance indicators:**

- Congregations are supported in addressing identified issues in a timely and effective manner.
- Monthly reports are submitted and provided to the Property Committee detailing updates on project proposals.
- Project proposals submitted to the Property Committee comply with legal and safety requirements, supporting congregations in meeting their obligations.

**Reporting relationship and delegations:**

- This position reports to the Presbytery Minister
- This Position sits within the Presbytery Property Committee

Key internal relationships:

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

Key external relationships:

- Church Councils and Congregations
- Stakeholders and service providers.
- Other Synod office administration staff

**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.
- Personable with a commitment to building strong relationships with key stakeholders across the Church. Experience with church leadership, congregation members, and external partners is desirable.
- Excellent verbal & written communication.
- Excellent organisation and time management skills.
- Absolute adherence to systems and procedures, task driven.
- Demonstrate a strong ability to consistently follow detailed instructions to ensure accuracy and efficiency in task completion.
- 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.
- *National Criminal History Check to be provided and assessed every three years. Presentation of a current National Criminal History Check must be made before appointment to the position can be confirmed.*
- Ability to work flexible hours to attend Congregations and Committee meetings, where required.
- Act in accordance with the values of the Presbytery.

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*Applications will be reviewed as received*

To apply for the position, please submit your resume and cover letter to [presmin@southmoreton.org.au](mailto:presmin@southmoreton.org.au)

Applications close 1 October 2025

**Authorised by**

**Presbytery Minister**

**Signature**



**Name:** Rev. Catherine Solomon

Presbytery Property Officer

**Position title**

**Date**