

Hybrid Role – Part Time

Put Your Property Skills to Work for Mission

*Are you passionate about making a difference in how church properties are managed and used for mission? The South Moreton Presbytery is seeking a **Property Officer** to work closely with our Property Committee and congregations, providing practical support, guidance, and insights to help our communities care for and develop their buildings and land. This role plays a key part in turning property proposals into reality, ensuring they align with Uniting Church values, policies, and best practices.*

In this role, you'll be the vital link between the Presbytery Property Committee and our congregations — helping them plan, implement, and manage property projects that serve both their ministry and community needs. From coordinating day-to-day property activities to engaging with external contractors, you'll provide operational advice, resolve issues, and keep all stakeholders informed of progress. Your work will help ensure our properties remain safe, compliant, and ready to serve the mission of the church.

We're looking for someone organised, personable, and committed to building strong relationships across diverse church communities. If you have experience in property coordination or administration, great communication skills, and a desire to see church properties used effectively for God's work, we'd love to hear from you. This is more than a job — it's an opportunity to contribute your skills to something with lasting community impact.

About Us:

The Uniting Church in Australia is a vibrant and diverse Christian denomination, deeply committed to reconciliation with First Peoples, social justice, and the furthering of God's mission in the world. South Moreton Presbytery is one of several Presbyteries within the Queensland Synod, covering a diverse range of congregations, faith communities, and ministries across our region. We are an intercultural church that values relationships, collaboration, and service, seeking to steward our resources in ways that reflect the love of Christ. The Presbytery works to enable, equip, and encourage a growing and renewing Church within its bounds.

The organisation:

The Uniting Church in Australia (the Church) is a uniquely Australian Christian denomination with heritage from historical reformed evangelical traditions. In Queensland, the Church includes over 250 congregations, along with early childhood services, schools, colleges, and large community service agencies such as UnitingCare Queensland and Wesley Mission Queensland.

Within this broader network, South Moreton Presbytery supports and oversees congregations and faith communities in our area, helping them use their people, property, and other resources wisely and in the service of God's mission. We are committed to reconciliation, community connection, and ensuring our properties and ministries are places of welcome, worship, and witness.

Position purpose:

Reporting to the Presbytery Minister, the purpose of this role is to provide operational support, coordination, and guidance to the South Moreton Presbytery Property Committee and congregations regarding their property and building needs.

The role acts as a key liaison between the Committee and congregations, ensuring property proposals and projects are planned, implemented, and managed in alignment with Uniting Church policies, best practices, and the mission of the Presbytery.

Key responsibilities:

- Review and provide guidance to congregations and their councils on planning, implementing, and managing property proposals, ensuring alignment with Uniting Church in Australia Queensland (UCAQ) policies, operational standards, and best practices.
- Coordinate property proposal tasks with congregations and Presbytery administration to ensure property-related objectives are met.
- Provide insights and recommendations for property proposals to the Property Committee.
- Liaise with congregations on behalf of the Property Committee, providing feedback and guidance on proposal outcomes and implementation.
- Offer operational advice to congregations to improve property management and decision-making.
- Support and coordinate day-to-day property activities, including engaging and managing external contractors where required.
- Assist congregations in addressing issues identified during project reviews or maintenance, providing resources and guidance for timely resolution.
- Respond to property-related queries from congregations and other stakeholders.
- Facilitate collaboration between congregations, Church Councils, and Synod property representatives to address concerns and align expectations.
- Provide regular updates to the Property Committee and other stakeholders on property-related activity, including progress and delays.
- Ensure all 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.
- Comply with Health and Safety directions and Public Health directions.
- Undertake other duties as and when directed within the scope of the role and the capabilities of the incumbent.

What's in it for You?

- **Flexible work hours** – We understand the importance of work-life balance and offer flexibility to help you manage your personal and professional commitments effectively.
- **Hybrid work location** – Enjoy the benefits of both working from home and being onsite, with travel to congregations and properties across the Presbytery region as part of your role.
- **Make a real impact** – Use your skills to support local churches and faith communities, ensuring their properties are safe, well-managed, and ready to serve their congregations and wider communities.
- **Be part of a mission-focused team** – Work alongside dedicated people who are passionate about enabling ministry and community engagement through the stewardship of church property.
- **Professional growth and variety** – Each week will bring new challenges and opportunities, from hands-on site visits to strategic planning and collaboration with church leaders.
- **Supportive and values-driven environment** – Join an organisation that values relationships, service, and collaboration, and is deeply committed to reconciliation, inclusion, and social justice.

Experience & Qualifications:

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.

If you are a culturally & linguistically diverse, living with a disability or returning to the workforce after a period of time off raising children, we recognise you are less likely to apply for this position, however we strongly consider those who can meet most of the above and have a great work ethic to formalise their application.

Applications will be reviewed as received.

To apply for the position, please submit your resume and cover letter to presmin@southmoreton.org.au

Applications close 1 May 2026



Position Description

Position title	Presbytery Property Officer
Position status	Part-time (3 days per week, Monday to Sunday)
Location	Hybrid – Work from home and Presbytery Office, Beenleigh Uniting Church
Classification/salary	Award Free – Level 3
Next review date	November 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.
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- 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.

Authorised by

Presbytery Minister

Signature



Name: Rev. Catherine Solomon

Presbytery Property Officer

Position title

Date