



## **PROPERTY MANAGER**

*The Property Manager will be part of a team within the Diocesan Property Department managing its residential, educational, agricultural, mineral and investment property portfolios; be specifically responsible for housing property inspections, repairs, maintenance and improvements and for school buildings, maintenance and improvements and development all in the Ripon Episcopal Area; the post is line managed by the Property Director*

The ideal candidate must be a Chartered Surveyor and will have experience of property management, preferably housing and land, along with excellent written and verbal communications skills and be a mature communicator. They will need excellent organisational skills, experience of giving presentations to groups, Committees and Boards using various media, be computer literate (word processing, spreadsheets and presentation packages) and have a full driving licence and availability of a car.

Work base: Leeds Diocesan office, 17/19 York Place, Leeds LS1 2EX  
This post is full time (35 hours a week) in DBF employment.  
Salary: £35,313 to £41,321

Closing date: 12 noon on Wednesday 31st August 2016

Further details and an application form are available from  
[helene.mason@leeds.anglican.org](mailto:helene.mason@leeds.anglican.org)

For an informal conversation about the role, please contact Michael Lindley  
(0113 2000 549)