



Property Officer

The United Reformed Church Eastern Synod has an interesting opening for a full time Property Officer to join its Synod Office team. This is an attractive role which will suit someone who enjoys working in a small team and is able to work independently.

The role will have responsibility for property matters and related duties within the Synod, including the management, maintenance and potential development of local church properties (church buildings, graveyards and manses) and the execution of property transactions. This would include working alongside the local churches to help them realise their mission and vision through suitable property development. Support will also be provided on property matters to the Directors of the United Reformed Church (Eastern Province) Trust and the Synod Resources Committee.

This role is based in the Synod Office at Whittlesford, Cambridgeshire, with a requirement to be able to travel independently within the Synod. The main terms are:

- **Permanent position**
- **Full time:** 35 hours per week
- **Salary:** £43,000-48,000 per annum dependent upon experience and qualifications (£23.63-26.37 per hour)
- **Annual leave:** 25 days holiday in each full holiday year (plus 8 bank and public holidays). In addition, the office is closed for three days over the Christmas and New Year period.
- **Pension Scheme:** Staff are entitled to join a qualifying auto enrolment defined contribution pension scheme.

Further details, including the application form and job description, can be found via the website <https://urceastern.org.uk/topics/job-advert/> or by emailing admin@urceastern.org.uk.

Applications will only be accepted via the application form which should be sent to admin@urceastern.org.uk.

Closing date: 28 March 2025 at 4 pm

Interviews will take place on: 9 April 2025 at the Synod Office

The United Reformed Church Eastern Synod is part of the United Reformed Church in England, Scotland and Wales, worshipping in and around over 100 communities across Norfolk, Suffolk, Essex, Cambridgeshire and part of Hertfordshire.

Equal Opportunities: *The United Reformed Church is committed to equal opportunity, anti-discrimination and anti-oppressive policy and practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, religion, cultural group, marital status, sexual orientation, age or impairment. The policies apply to job applicants, employees, volunteers, users and beneficiaries of our services.*