**United Synagogue Job Description**

**Job Title:** Property Executive

**Department:** Property

**SALARY:** £27,000 per annum

**Location:** Central Office (occasional visits to other sites)

**Benefits:** 20 days holiday, plus Statutory Bank Holidays (pro rata, per annum)

& Jewish festivals when they fall on your normal working day

Childcare Vouchers (where appropriate)

Stakeholder Pension

**Reports to:** Property Director (or as directed)

**Hours:** 29.5 - Monday to Thursday each week and one Friday per month.

9 am to 5 pm Monday to Thursday, the office closes early on Fridays

9am to 3 pm in Summer and 9 am to 1 pm on Fridays in Winter months.

**Key Tasks, Responsibilities of the post**

**Property**

Maintain database of tenants in United Synagogue owned properties (both housing and other occupancies e.g. Schools, Nurseries etc.) update on electronic and hard copy systems, details including names, values, renewal periods, license renewals, inspection dates, etc.

Liaise with landlords and in-house tenants to resolve any queries.

Liaise with accounts department to ensure rental and associated payments for rental properties and to ensure all payments are paid/received on time

Prepare as directed Housing Licences for United Synagogue employees accommodation. Liaise with HR department, Synagogue HOs and FRs in relation to this.

Carry out reviews of rental properties under the guidance of the Property Surveyor/Property Director. Review rental properties to ensure remedial work is identified in good time and where appropriate costs are reimbursed relevant tenants or private landlords.

**Health and Safety**

Administer the Health and Safety systems and procedures to ensure all statutory requirements for testing (e.g. gas, water, alarms and electrical installation, etc.), are managed to schedule and as directed, are ordered and audited to ensure compliance and Synagogues are maintaining appropriate records. Maintain database of maintenance schedules, review and refine as required.

Liaise with contractors to organise scheduled testing, collate and analyse results in order to take appropriate remedial action within agreed parameters

Bring to the attention of senior staff any Health and Safety requirements, which become apparent. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff.

Type up and collate risk assessments, reports, and papers as required

**Insurance**

Liaise with and provide information to insurance brokers as required for annual renewals; manage cover type, risks and changes in cover. Follow up on claims, policy amendments, additions, deletions, moveable property relocations, etc.

**General**

Manage and maintain the department diary, coordinate meetings and training sessions

Organise and maintain soft and hard filing systems as required

Provide administrative support and any other reasonable support duties in order to support the property team

Liaise with all appropriate colleagues, Trustees, Honorary Officers, Synagogue Administrators, and others etc. to resolve or direct any queries

Day to day running of the office. General office administrative duties including typing, filing, printing and collating information. Process invoices and maintain an auditable process. Enter data into the databases so that accurate records are maintained

Take meetings notes as required and produced typed documents

Liaise with utility companies as required on billing, accounts and other queries

**Other duties**

Must be:

Committed to the aims of the United Synagogue and act as an ambassador for the organization

Comply with The United Synagogue’s policies and procedures and code of expectations

Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission and strategy

Undertake appropriate training as requested by line manager in conjunction with the Human Resources Department and be committed to own continuous professional development, take lead on specific specialist disciplines such as workstation assessment, kitchen inspections, photographic schedules, etc. as agreed

Carry out any other reasonable duties as requested. Undertake such other duties that occasionally fall within the purpose of the post

Maintain high levels of discretion and confidentiality at all times

This job description and person specification is not prescriptive; it outlines the key tasks and responsibilities of the post. They key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. This Job Description is subject to alteration in response to changes in legislation or The United Synagogue’s operational procedures

This post requires a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue.  Please ensure that you complete the United Synagogue Application Form Part 2 appropriately

**Person Specification**

**Essential:**

Excellent attention to detail.

Excellent verbal and written communication skills.

Good IT user skills (Word, Excel, MS Outlook and Access)

Intermediate Excel skills - spreadsheets/charts/reports

Proven general administration experience, including audio typing skills

Excellent customer service skills.

Ability to prioritise workload and work on own initiative.

Excellent organisation skills and the ability to prioritise a busy workload to achieve deadlines

**Desirable:**

Previous property related experience in property administration environment

Good analytical and problem solving skills

Current valid driving license and access to own vehicle