

Role Outline for Assistant Property Secretary

Role title	Assistant Property Secretary (Volunteer)
Location	Appointed to serve in a county area of the East Anglia District (Norfolk, Suffolk or Cambridgeshire).
Overall purpose	To assist the District Property Secretary in property matters on behalf of the East Anglia District.
Responsible to	District Property Secretary.
Relationships (internal)	Members of the local church and community across Circuits and District. Connexional teams.
Relationships (external)	Local Planning Authority and other statutory agencies concerned with property matters.
Duration of appointment	Normal duration of role is three years with possibility of renewal after appropriate review.
Availability	Recommended time commitment of an average of approximately 12 hours per month, with flexibility as required, in consultation with the District Property Secretary. Willingness to travel across your designated County to meet local churches and work alongside them.
Training	To undertake further training as necessary including as a minimum safeguarding (foundation module).
Supervision and Support	Attendance at appropriate regional gatherings is encouraged.
Expenses	Travel and other reasonable expenses necessarily incurred in the performance of duties will be reimbursed. Training materials will be provided or costs reimbursed.
Accountability	This role will be accountable to the District Finance and Property Committee.
Workforce (for DBS)	Limited contact with Children and Vulnerable Adults.

Key Responsibilities

The following duties will be undertaken as part of the role outlined above. All roles within the District carry with them the responsibility to take the safeguarding of children and vulnerable adults seriously and any concerns that arise within them should be reported as per Local District Safeguarding Policy.

- To support the work of the District Property Secretary, for example, carrying out site visits and monitoring projects in the designated County. Such other tasks to be agreed in writing between the District Property Secretary and the Assistant Property Secretary appropriate for their level of qualification and experience.
- Work with the local Circuits to keep abreast of significant residential developments within the designated County to support church development and planting.

Skills and Attributes

Attributes	Essential
Education	Educated to at least GCSE standard in English and Maths or reasonable equivalent functional skills. It would be helpful to hold a professional property qualification, but it is not essential.
Experience	Either experience or a qualification in a field of property related work, for example, as a surveyor, planning officer or builder.
Knowledge and Skills	Understanding of one or more relative areas of property work, for example, planning law, building regulations, project management. Past experience as a Church Property Secretary would be a good example of relevant knowledge or experience.
	Able to communicate effectively with a wide range of individuals and groups using various methods and approaches, including reasonable IT skills, particularly dealing with emails.
Beliefs and Values	A member of the Methodist Church or in sympathy with the Church.
Personal Qualities	Able to deal with people from all walks of life.