

## Facilities & Property Administrator

Ref: B0175

### 1. Job Details

<b>Job Title</b>	Facilities & Property Administrator		<b>Line Manager</b>	Director of Business Support	
<b>Grade Level</b>	2	<b>Spine Pt Range</b>	10-12	<b>FTE Salary Range</b>	18,154 - 18,798 (Pro-Rata)
<b>Section/Unit</b>	Facilities & Property		<b>Directorate</b>	Business Support	
<b>Location</b>	65 Bonnington Road, EH6 5JQ				
<b>Hours</b>	37.5		<b>FTE</b>	1	
<b>OR</b>	Required to be in sympathy with the mission, ethos and values of Bethany Christian Trust				
<b>Holidays:</b>	225 hours per year				

### 2. Job Purpose

To assist the Facilities & Property Services Team in all administration, day to day database management and management reporting with regard to Bethany Christian Trust's property portfolio and organisational facilities.

### 3. Main Responsibilities

	Description	Approx %
1	General property administration including filing (both physical and digital) as required, basic financial administration and other property and fleet administration as required.	30%
2	Maintain all property and facilities relating databases. Provide weekly My Home and monthly SDM reports.	25%
3	Co-ordinate external contractors and suppliers, including managing deliveries to properties. This may involve arranging carpet fittings, gas checks, furniture deliveries and other suppliers or contractors.	25%
4	Checking of energy and council tax enquiries for BCT properties and providing the Director and Coordinator with accurate data to inform decisions.	10%
5	Assist the Coordinator in new and HMO renewals.	5%
6	Occasional cover for BCT reception as required.	5%

### 4. Planning and Organising

- The post holder will be required to plan their own work, in discussion with the Facilities & Property Service Coordinator, on a weekly basis depending on priorities set by the Director, Coordinator and Senior Maintenance & Refurbishment Officer. The post-holder will also arrange for external contractors and suppliers to provide services in a timely manner to ensure we are able to meet our deadlines.

## 5. Problem Solving

- The post holder will be able to identify and resolve potential problems as they routinely arise.

## 6. Key Contacts and Relationships

The post holder's key contacts will include:

- Internally – Director, Business Support Manager, Finance Manager, Unit Managers, Coordinator, Maintenance and Refurbishment team, Bethany Homes team
- Externally – Contractors and suppliers, Local Authorities.

## 7. Knowledge, Skills and Experience Needed

- Experience of providing 'beyond expectations' support and services
- Excellent communication skills: verbal and written
- Excellent interpersonal skills
- Fast pace of work and ability to meet deadlines
- Excellent attention to detail
- Be highly organised and have a knack for dealing with multiple competing priorities including urgent, unplanned activities
- Proficient in use of Microsoft Office applications and online databases

## 8. Dimensions

- The Facilities & Property Administrator will report to the Director and take instruction on a daily basis from the Coordinator and Senior Maintenance and Refurbishment Officer.

## 9. Job Description Creation and Revision

<b>Created</b>	September 2016
<b>For Review</b>	
<b>Reviewed</b>	October 2020