



Property Administrator Rhodes

- 3 to 4 days per week
- Initial 2-year contract
- Based in Rhodes with Hybrid WFH option
- Christian Based Not-for-Profit Organisation.

Now over 125 years old, Churches of Christ in NSW, consists of a network of over 70 churches. As a not-for-profit Christian organisation, our key agencies in NSW include Fresh Hope Communities which provide a range of services to support the sectors of aged care, social and community welfare, hospitality and ministry.

Your new role as Property Administrator will see you working closely with the Manager Properties & Projects and other staff to undertake a range of project research, analysis, reporting, implementation and administrative activities to support the development and delivery of projects, in line with established project plans and objectives.

Your responsibilities will include but are not limited to:

- Assist in maintenance of systems, strategies and programs to ensure compliance with legislative requirements
- Undertake audit and inspection activities in line with Audit and Inspection procedures
- Provide advice and support to churches and staff to facilitate compliance with legislation and regulations.
- Prepare and oversee licences and lease for Churches and associated groups, including the execution of new and renewed licences and leases and maintaining a register of all licenses and leases and expiry dates, etc
- Provide ongoing support to the Manager Properties & Projects and project team members in order to achieve project deliverables within project parameters and agreed budget.
- Support identification and management of risks and issues including available mitigation options for consideration.
- Provide input to the establishment of capital budgets and a long-term preventative maintenance and capital renewal program for the housing properties both owned and leased.
- Collaboratively develop and enhance customer and stakeholder relationships and productively contribute to the effectiveness of the project team environment.
- Maintain relationships with suppliers and service providers to enhance performance and to initiate and collaboratively work on improvements.
- Monitor and report on project progress and outputs to relevant stakeholders and governance bodies.
- Identify improvements to project plan, policy and procedures, or the work environment.
- Facilitate the implementation of the appropriate aspects of the Churches of Christ in NSW strategy in relation to Fresh Hope Communities, partners and projects
- Participate in the Churches of Christ in NSW team, providing input and feedback into strategic plans and discussions.

To be successful in your new role you will need to demonstrate:

- Demonstrated experience and knowledge in the conduct of project governance and proven project administration experience.
- Knowledge and application of processes relevant to project governance, assurance, risk management in line with industry standards.
- Experience in establishing and maintaining Maintenance Systems in a corporate environment, preferably in aged and community or health care system and/or like workplaces.
- Experience in building administration and project work with ability to assist in the implementation of related initiatives and improvements.
- Experience in working with various levels of management and in dealing with a range of contractors and other stakeholders.
- Ability to identify requirements, prioritise work, and alter services to meet needs and deadlines within a complex environment.
- Proven effective organisational, analytical, networking and consultation and problem-solving skills with ability to work within changing team environments.
- Excellent oral and written communication and interpersonal skills, and ability to negotiate with a variety of stakeholders and senior representatives.
- Proficient working knowledge of Microsoft Office (MS Word / Excel / Outlook / Powerpoint/Teams) and computer software available in respect of maintenance management.
- NSW Drivers licence highly desirable.
- Demonstrated ability to work effectively within a Christian context and be supportive of Churches of Christ in NSW philosophy, vision and values.

To apply, please click the '**Apply Now**' button and submit your cover letter and resume. Alternatively, for more information please contact Matt Young on matt.young@freshhope.org.au or on [\(02\) 8573 6000](tel:0285736000) for more information. (Recruitment agencies need not enquire or apply. Only direct candidate applications will be considered.)

Applications Close: COB Friday 14 October 2022