



## **Property Coordinator**

Hours: 35 hours per week (full time)

Salary: £28,000 per annum

Location: The Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU.

The Property Coordinator will play a vital role in supporting the Property Team that manages a portfolio of over 130 residential properties. Reporting directly to the Property Surveyor, you'll support the wider team and liaise a range of stakeholders through your strong communication and organisational skills.

### **Role Overview and Duties:**

- To provide comprehensive administrative support to the Property Team and thereby assist with property management work.
- Liaise with all parties to manage and prioritise incoming work.

### **Desired Skills and Experience:**

- Experience working with a range of stakeholders, including volunteers and contractors.
- Experience in the administration and coordination of teams, committees or work programmes.
- Have strong time management skills and the ability to manage multiple processes.

Full job details and application form can be found via [Property Coordinator - Diocese of Bristol](#)

All application forms (no CVs please) should be sent to [jobs@bristoldiocese.org](mailto:jobs@bristoldiocese.org)

If you have any questions about the role, please contact [kate.tatchell@bristoldiocese.org](mailto:kate.tatchell@bristoldiocese.org)

**Closing Date: 11.59pm 10 Sept 2025**

*The Diocese of Bristol is committed to being a fair, respectful and inclusive organisation. We believe that diversity enriches us and are dedicated to the promotion of equality where all are able to flourish. Disabled people and those from global majority heritage are currently under-represented in our organisation, and we welcome applications from within these groups.*