

MANAGER, PROPERTY & SUPPORT SERVICES

- Specialist property and services management position
- Leadership and engagement focus
- Diverse assets | Broad territorial scope

The property portfolio of the Catholic Archdiocese of Wellington comprises churches, schools, parish facilities and other buildings.

The Manager, Property & Support Services works collaboratively to manage the property portfolio providing specialist advice and guidance as well as management of insurance, risk and compliance processes. Key stakeholder engagement and liaison is maintained with 22 parishes and 41 primary and secondary schools spread across the lower North Island and upper South Island.

Reporting to the General Manager, and leading a capable and committed team of people, the Manager will:

- Take responsibility for the management and maintenance of buildings owned and utilised within the Archdiocese;
- Be the liaison point for capital works, property development, maintenance and management initiatives providing advice and support to parishes and other Archdiocesan bodies;
- Manage the Archdiocesan insurance programme, oversee compliance functions and ensure robust risk and asset management processes are in place and operating effectively;
- Possess people management, asset management, projects, property, insurance and risk experience;
- Be an excellent communicator, have engagement and problem-solving skills and be able to work collaboratively with stakeholders across the Archdiocese;

It would be preferable, but not essential if the applicant had experience of working in a leadership capacity within the wider Catholic Church, whether nationally or in a parish or school context. This is a challenging and rewarding management position. You will have the chance to play a key role in developing property and services management in the Archdiocese of Wellington.

For more information please contact Catharina Vossen on 021 884 749 or alternatively send your resume and short cover letter to HR@wn.catholic.org.nz