

Trust & Property Officer

The West of England Baptist Network (Webnet) is looking to appoint a Trust and Property Officer. Working as part of a friendly and relational team, this role is a vital contribution to providing excellent operational support to underpin the work and ministry of the association in growing disciples of Jesus in the West of England.

Job Title	Trust and Property Officer
Location	Flexible working from home as agreed and in the Webnet hub in Little Stoke, Bristol, BS34 6JW.
Reports to	Regional Team Leader, with support from Regional Ministers and WEBTC Directors.
Employment status	Permanent
Working Hours	Part time (15 hours per week) pattern to be agreed
Salary	£19.82 per hour (£15,460 per annum) at 15 hours per week.
Annual Leave	Basic annual paid holiday entitlement for staff is 25 days pro rata plus statutory Bank Holidays pro rata

Key responsibilities:

1. To maintain and develop the operational and organisational effectiveness of Webnet and WEBTC for supporting our local churches, as they manage a range of governance, legal, property and trust matters.
2. Enabling WEBTC in fulfilling its responsibilities as holding trustees of various church properties and funds, including managing any disposal of redundant buildings.
3. Enabling WEBTC oversee operational responsibility to ensure the appropriate management of any property assets.
4. Becoming familiar with and keeping up to date with general legal requirements applicable to Baptist churches and their associated charities and projects.
5. Dealing with enquiries and correspondence from churches, professional advisors and others.
6. Assisting churches when they have a listed building, redevelopment project, sales, purchases, or lease transactions, and other property related matters, including explaining the role of WEBTC as holding trustee.
7. Briefing and liaising with surveyors, estate agents, professional advisors, and other bodies, as necessary, including maintaining and developing an effective relationship with Webnet and WEBTC's appointed solicitors.
8. Arranging for the execution of documents by WEBTC (usually following receipt from appropriate legal advisors) and maintaining a record of such documents and transactions.
9. Overseeing the administration of closed churches, including the disposal of property and distribution of funds in line with the requirements of their Trust Deeds,
10. Progress chasing work in hand.
11. Communicating with Regional Ministers and other colleagues within Webnet & WEBTC teams.
12. Organising, maintaining, and when necessary, archiving appropriate files and records, and having responsibility for the safe storage of deeds relevant to church and other properties.
13. Convening and servicing the meetings of the Board of Directors of WEBTC (usually 4 each year) including preparing appropriate meeting papers, minutes, and a report on the activities and decisions of WEBTC for the Webnet Board.
14. From time to time, if requested to do so, to visit local churches or sites of land relevant to the work of WEBTC.

15. To act as Company Secretary, maintain appropriate information about the company and its directors with the Companies Registry and Charity Commission.

Person Specification

- Webnet is a faith-based organisation seeking to support and develop the advancement of the Christian faith amongst its member Baptist churches. The Trust and Property Officer will make a significant contribution towards this within our missional context. This post carries an occupational requirement for a Christian who shares the core convictions, values and ethos of Webnet.
- Have legal experience especially in relation to property and trust matters
- Have experience or be willing to acquire a knowledge of the requirements of Charity law, principles of property trusteeship, and other areas of the law to better serve Baptist churches and charities.
- Business-like in approach and able to communicate clearly with colleagues and local churches, dealing with tasks and effectively and in a timely manner.
- Enjoys being part of a team but also self-motivated and able to work well alone.
- A 'can do' approach to problem-solving

Skills, knowledge & capabilities required

- Excellent communication capabilities – both written and verbal.
- Computer literate and numerate. Relevant training in the use of Webnet and WEBTC systems will be provided.
- Legal qualifications desirable
- Have a working knowledge of the Baptist denomination
- Strong collaborative working experience, but also self-motivated and able to work well alone.

We expect staff to model high standards of professional and personal behaviours, and to work in ways that demonstrate our vision and convictions to those who we work with and support.

Application Process

Please apply by sending a covering letter outlining the reasons you think you ought to be considered for this role.

Applications submitted electronically to our Chair of Trustees via paul.jacobs@webnetwork.org.uk by **Friday 28th November**. If you have any questions, then please contact our Operations Manager, Emily Caddick on emily.caddick@webnetwork.org.uk.

For more information on the West of England Baptist Network please visit our website:
<https://www.webnetwork.org.uk/>