**Volunteer Property Manager - Advert**

**Overview**

Augustine United Church (AUC) is an active, inclusive Christian community based in the heart of Edinburgh city centre. At AUC we celebrate the Christian Story, welcome and affirm people of all races, genders, sexualities, ages, faiths and abilities and work to promote justice and wellbeing locally and globally.

AUC is seeking a volunteer property manager to help them manage the maintenance and development of their well-used and recognised building in the centre of Edinburgh’s historic old town to ensure this wonderful community asset is preserved for the future.

**Role description**

You will plan and supervise maintenance of the building within agreed budgets and develop, with the support of the Centre Property and Finance team and the church’s architects, a rolling five-year plan of repairs and enhancements for the building.

**Skills which would be beneficial and time commitment**

* Some practical understanding of building issues
* Some experience of co-ordinating and supervising building work
* Ability to work with professionals and building tradespeople
* Approximately 10-15 hours per month on a voluntary basis
* Some business hours availability for site meetings with church staff, advisers and contractors

**Support**

You will receive support from and work closely with the Centre Manager (who manages the church’s lettings business) and the church Treasurer, as part of a small management team for the building. This team is a key component of the church Centre Finance and Property team who meet regularly throughout the year for discussion and decision making on building issues. The previous Property Manager will also be available for handover and advice.

**What's in it for you?**

You will have the satisfaction of using your life skills and time to develop and realise the potential of a well-recognised historic listed building in the centre of Edinburgh. Your role will be fundamental in working with the congregation to secure the long term sustainability of the building as a Church and as a venue for hire/office space for the wide range of community groups and charity tenants who use it on a daily basis.

**Get in touch**

If you would like to informally discuss the opportunity contact Rachel Fitzgerald at administrator@augustine.org.uk