



Position Description:

Project Manager – Property Department

Purpose

To assist in the key property initiatives to be undertaken by the Roman Catholic Bishop of the Diocese of Christchurch, including disposals and major projects such as the Cathedral rebuild.

Reports to

Manager – Diocesan Property Office

Key Responsibilities

Property Disposals:

- Assist in the identification and sale of surplus diocesan property.
- Liaise with parishes, professionals (valuers, surveyors, lawyers), and real estate firms.
- Provide input to budgets and prepare reports for the Bishop and diocesan boards.
- Oversee consultants and ensure compliance with health & safety regulations.

Cathedral Project:

- Assist with Project management budgeting, cost reporting, and provide advice to the Project Director.
- Attend meetings with diocesan councils and consultants

General Duties:

- Assist in preparation of monthly and annual reports, budgets, and financial summaries.
- Approve invoices for payments and manage special property projects.
- Look for opportunities for cost savings and economies of scale across all projects.
- Provide advice on leasing, valuation, taxation, and local body matters.
- Support parishes with cost analysis and collaborate with finance teams.



- Management of H&S for Diocese
- Management and maintain BWOF

Qualifications and Experience

Education & Qualification

- Relevant tertiary qualification and at least 3 years property industry experience.
- Knowledge of NZ property legal requirements, Willingness to gain knowledge of Canon Law, and parish norms.

Competencies and Personal Attributes

- Attention to detail, strong communication and organisational skills.
- Problem-solving ability, accountability, teamwork, attention to detail and integrity.
- Understanding and empathy with the ethos of the Roman Catholic Church.
- Strong computer skills with experience in Microsoft project. Practical experience in AI packages would be an advantage.
- Excellent communication, organisational, and problem-solving skills.



How to Apply

Candidates can apply, in strict confidence, online at jkearns@cdoc.nz

To apply by email, please attach your cover letter and CV and send to the above email address with Project Manager Job Application in the subject line.

Applications close on Friday January 30. Emails will be electronically acknowledged, and further correspondence may be by email.