



Job Description and Person Specification

Job Title: Property Administrator

Reports to: Property Operations Manager

Location: Friends House, 173-177 Euston Road, London, NW1 2BJ

Hours: Full time hybrid office/home. Site visits are also required.

Salary: £31,000-£34,000 depending on experience

Closing Date: June 12th at 12 pm

Interview Date: June 22nd (in person at 173-177 Euston Road, London, NW1 2BJ)

Purpose of the Role

The London Quakers Property Trust (LQPT) is a charity with over three hundred years of history. Our responsibility is to steward and provide spaces for Quaker worship across London.

The Property Administrator is the first point of contact for enquiries relating to over 30 Meeting Houses (including 9 Grade II listed buildings) and LQPT's residential properties, including around 20 sites without on-site building support.

Working within a small property team, the postholder will provide administrative support to surveyors and the Property Operations Manager, liaise with staff and Quaker volunteers, and support venue hire administration, including improving systems to increase income and efficiency.

Experience in an estate agency, housing association, or similar environment, along with facilities management experience relating to building operations, is essential.

The successful candidate will be a strong communicator with excellent organisational skills, able to prioritise, meet deadlines, and manage a varied workload. They will be self-motivated, able to work independently and as part of a team, with strong customer service skills and a flexible approach.

Experience in building maintenance or emergency callouts is desirable but not essential. LQPT is an equal opportunities employer and welcomes applications from all backgrounds. You don't have to be a Quaker to work with us, but you should share our commitment to equality, peace, truth and simplicity.



Key Responsibilities

Support for Local Meetings & Hirers

- Be the first point of contact for Local Meeting (LM) premises committees, triaging their requests, resolving them where possible and passing others to the relevant colleague as needed
- Liaise with LMs to arrange viewings for potential hirers and personally conduct viewings for potential long-term hirers where necessary.
- Respond to hirer questions and work collaboratively with the Property Operations Manager and LM premises committees to resolve issues promptly.
- Work with the Communications Officer to ensure hire-related information on LM websites is current and helpful.
- Support LM premises committees in marketing hirings online.

Property Administration & Support

- Liaise with estate agents to facilitate annual checks at rented investment properties and deal with day-to-day maintenance issues raised by Estate Agents who manage the commercial lets.
- Provide administrative support to the Chartered Building Surveyor and the Property Officer —this may include visiting Meeting Houses to show contractors around when no local staff or committee member is available and chasing up contractor quotes.

Team Support & Cover

- Cover relevant duties from the Finance Assistant and Administrative Assistant roles during periods of leave or absence.

Hirings Administration

- Respond promptly and professionally to online booking enquiries for designated Meeting Houses, ensuring a high standard of customer service.
- Maintain Hallmaster (or equivalent booking system) to ensure all bookings and availability are up to date.
- Generate and send invoices for both one-off and long-term hirers.
- Work with the Finance Assistant to follow up on outstanding invoices.



Person Specification

Essential

- Experience in facilities management in relation to the management of the physical area of the building
- Experience in administration or customer service, ideally in venues, facilities, or lettings dealing with room hire, receptions, post etc.
- Experience working with an estate agent and/or housing association or similar.
- Excellent organisational skills and attention to detail.
- Strong IT skills, including experience with booking systems and standard office software.
- Confident communicator able to liaise effectively with a wide range of people.
- Ability to work independently and manage competing priorities.
- Willingness to travel to Meeting House sites across London (expenses reimbursed as per policy).
- Sympathy with Quaker values and willingness to work in a Quaker organisation

Desirable

- Experience working in the charity, faith, or community sector.
- Familiarity with Hallmaster or other booking/accounts systems.

Additional Information

- Some evening or weekend availability may be required for viewings or supporting events—flexible working practices apply.
- The role involves travel across London.
- Opportunity to contribute to a supportive, values-led team.

Note: This is a description of the job as it is presently constituted. It is the practice of LQPT to examine job descriptions from time to time and to update them to ensure they relate to the job as being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is LQPT's aim to reach an agreement on changes, but if an agreement is not possible, LQPT reserves the right to insist on changes to your job description, after consultation with you.

To find out more about us please visit: <https://lqpt.org/>

To apply please send your CV and cover letter to enquiries@lqpt.org