

Job Description

Property Coordinator

Maternity cover to 31st March 2026

For over 50 years, Cyrenians has tackled the causes and consequences of homelessness.

We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That's why all our work is values-led and relationships-based. We meet people where they are and support them towards where they want to be.

Our mission: To tackle the causes and consequences of homelessness through learning from lived experience; by delivering targeted services which focus on prevention, early intervention and support into a home; and by influencing changes in legislation and policy.

Compassion | Respect | Integrity | Innovation

[Read more about us and our values](#)

1 Overview

This role sits in Cyrenians' Property team. We are a motivated and driven team, acting as a central hub for the organisation and making sure smooth management of Cyrenians' properties.

The key focus of this role is to support property management, arranging repairs and maintenance, and being a first point of contact for our services, tenants, and contractors.

Our portfolio consists of:

- Office spaces
- Residential accommodation, including supported living for young people at risk of homelessness, and housing for women fleeing domestic violence ([Women in Safe Homes project](#))
- Commercial property, including our [FareShare food redistribution depot](#), and our [Green Skills Centre](#).

The post holder will, with the direction and support of the Property Officer, carry out all tasks and responsibilities of the post as detailed below in a legally compliant and professional manner, in line with our values.

This role will ensure that a coordinated approach to the management of all Cyrenians' properties is taken, making sure the Cyrenians' staff and service users have great places in which to work and live.

2 Tasks and Responsibilities

Property Support

- Act as a first point of call for all property-related enquiries from tenants, Cyrenians' services, and contractors.
- Liaise with tenants and contractors to ensure that repairs are carried out in a timely manner and to the required standard.
- Maintain accurate records and databases related to tenant information, property details, maintenance logs, and lease documentation. Prepare regular reports on property occupancy.
- Conduct routine property inspections to ensure compliance with safety regulations, report any required repairs, and maintain property appearance standards.
- Coordinate the purchase of items (e.g. furnishings, white goods, etc).
- Support property-related projects such as: new properties, relocation, renovations.

Property Maintenance

- Arrange planned and cyclical property maintenance such as painting & decorating, structural repairs, repairing flooring and windows amongst other maintenance requirements.
- Ensure that any reported faults are dealt with promptly and efficiently and relevant stakeholders are kept up to date.
- Maintain and enhance an approved supplier database for utilities and contracted services across the organisation.

Other Duties

- To adhere to all Cyrenians policies and procedures; in particular to adhere to and promote good practice regarding confidentiality, Health & Safety of self, colleagues, volunteers and service users; and equality of opportunity.
- To undertake any other duties that may reasonably be expected to fulfil the role.

3 Person Specification

Knowledge, Skills and Experience	
An aptitude in handling all aspects of administrative support and being a first point of call for maintenance and repairs enquiries	Essential
Experience in being a first point of call and liaising with various stakeholders	Essential
Excellent organisational skills and ability to prioritise a busy, varied workload effectively	Essential

Understanding of property-related matters	Desirable
Experience in using a work management tool (for example, Asana)	Desirable
Full, clean driving licence with access to own vehicle	Desirable
Values & Attributes	
Approachable, proactive, professional attitude and practice	Essential
Ability to work collaboratively within your team and with other departments	Essential
Excellent level of attention to detail	Essential
Ability to maintain confidentiality	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Business Services Manager
<u>Workplace:</u>	Cyrenians head office in Edinburgh with regular off-site visits. Some working from home will be possible under Cyrenians hybrid working guidelines.
<u>Working Hours:</u>	16 - 37 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£25,352 - £27,907 pro rata (scale points 20 to 24). This equates to £10,963 per annum for a 16-hour week at SCP20
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme paid by salary exchange. Current contributions are 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Disclosure:</u>	PVG scheme membership for Adults and Children is required
<u>Contract:</u>	Fixed term to 31 st March 2026 (maternity cover)

5 Application deadline and Interview dates

Recruitment for this role is open, i.e. there is no set closing date. We will review applications as they are received and arrange to meet with candidates that we wish to take forward (usually within 10 days of receipt).

This vacancy opened on 22nd August 2025 and will be closed once we have appointed. Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.