*Saint John of God Hospitaller Services Group (“SJOG HSG”) provides or funds a range of health, social care and education services for children, adolescents and adults in Ireland, Great Britain and Malawi. We work in partnership with government departments, health and educational authorities, and other statutory and voluntary agencies in each of those countries.*

*The Group has a large portfolio of owned and leased properties used in the provision of services to people with intellectual disability and to individuals with mental ill health. The Estates Department provides advice and project management support to group companies when acquiring or disposing of properties and when entering into, renewing or terminating leases. The Department also advises on maintenance and renovation of occupied properties.*

*The Department plays a central role in developing and implementing a property strategy to support the strategic plans of each of the group companies. We are expanding our team and seek to recruit a Property Officer. The nature and diversity of the property portfolio will provide the successful candidate with significant experience in the strategic management and development of the property portfolio.*

**Property Officer**

**Permanent Contract**

**Job role:** The Property Officer is a member of the SJOG HSG Estates Department. The Department manages strategic property matters for Saint John of God companies and for the Hospitaller Order of Saint John of God.

**Reporting to:** The Property Officer reports to the Senior Property Officer

**Contract Term:** Permanent Contract

**Job purpose:** The Property Officer will provide support to the Estates Department in all aspects of Estate Management.

**Location:** Based in Stillorgan, Co. Dublin. The successful candidate will be required to travel to the various service locations and between Ireland and Great Britain

**Person Specification:**

* Relevant 3rd Level property-related qualification
* Minimum of 3 years’ experience in general estates management, project management and lease conveyance.
* Analytical and attentive to detail
* Confident communicator - assertive but with the ability to listen to and respect other views
* Good problem solver
* Strong project management skills
* A relationship builder and good problem solver

If you believe you have the necessary competencies and experience to bring to this role, please forward your letter of application along with your Curriculum Vitae to Ms. Anne Sullivan at anne.sullivan@sjog.ie. Full Job Description available on request.

Queries about the role should be forwarded to Ms. Gillian Kennedy at gillian.kennedy@sjog.ie or telephone her on 087 711 7642.

**Closing Date for Applications: 25th November 2022**

Applications will be short-listed based on the information supplied in the Curriculum Vitae

*Saint John of God Hospitaller Services Group clg is an equal opportunities employer*