

Job Title: Property Coordinator (Religious Congregation)

Location: Flexible, with regular travel across Munster and Leinster

Contract: Full Time – Permanent

Hours of Work: Full Time, 37.5 hours per week

Salary: Negotiable (depending on experience) €50,000 - €70,000 per annum

Reports to: COO / Branch Leadership Team South & South Central

About Us

The Congregation of the Sisters of Mercy is a registered charity in Ireland with a proud legacy of service across communities in Ireland and overseas. Our South- and South-Central Branches of the charity oversee a broad and diverse property portfolio that supports the organisation's mission now and into the future.

We are now seeking a dedicated and strategic professional to take a leadership role in the stewardship of these assets.

About the role

The primary role of the Property Coordinator is to oversee all matters pertaining to Mercy property and to implement Congregational policy in that respect. This is a full-time, strategic-level role with a regional scope and real input over the direction of our property and land decisions. You will be responsible for not just coordinating maintenance, but in particular you will be responsible for shaping how our properties are cared for, used, enhanced and, where appropriate, responsibly rationalised.

We are seeking a diligent individual to lead, plan and coordinate the management of our property portfolio across the Southern and South-Central Branches

The Property Coordinator updates the COO and Branch Leadership Teams on a regular basis and must ensure that all buildings and land are safe, compliant and aligned to best practice in stewardship. You will bring insight, creativity and practical leadership to ensure our property portfolio remains safe, sustainable and mission aligned.

Key responsibilities

Strategic Leadership & Stewardship

- Lead the property portfolio and act as principal advisor on decisions affecting usage, development, investment or disposal.
- Develop and advance a long-term, proactive property strategy in line with organisational priorities.
- Champion sustainable stewardship of land and buildings across the region.

Maintenance, Compliance & Risk

- Oversee a proactive maintenance and improvement programme for multi-site holdings.

- Ensure statutory, health & safety and legal compliance across properties.
- Maintain robust records, certifications and risk registers.

Financial & Contractual Oversight

- Prepare clear, realistic budgets and reports for the Leadership Team.
- Manage procurement, contractors and professional advisors to ensure quality and value.
- Support due process, transparency and best value in all property decisions.

Stakeholder Engagement

- Build trusted relationships with internal teams, external advisors, local authorities and community stakeholders.
- Present recommendations and updates in an accessible and structured way.

General Duties

Property Deeds

- Ensure that all property is properly registered and that maps and deeds are filed and stored correctly

Sales of property

- Engage with auctioneers after being advised by the Trustees
- Prepare necessary documentation
- Arrange for the house contents to be cleared when required
- Engage with solicitors
- Make sure that the water is turned off and the heat turned on in winter months
- Ensure that the electricity is cut off once the sale goes through
- Arrange security as required
- Inspect the property periodically to make sure that all is in order
- Answer/follow up on property-related queries

Insurance

- Ensure that all Mercy properties are adequately insured
- Submit insurance claims and follow-up on them

House closures

- Support Sisters with tasks related to house closures – organising for furniture to be moved, arranging cleaning services

Maintenance of vacant houses

- Ensure water is cut off when first vacant
- Inspect houses regularly to identify and prevent potential issues (leaks, blocked gutters)
- Ensure that lawns are maintained if required

- Ensure that the ESB meter is read if it not accessible to the meter reader

Leases/Renting

- Ensure proper up-to-date leases are in place for those renting/leasing Mercy Property
- Ensure that organisations/individuals who lease Mercy properties and who work with children adhere to Mercy safeguarding policies.
- Ensure that legal agreements are in place for Sisters who rent from third parties

Grazing

- Liaise with auctioneers to find out what leases are going to be renewed
- Make sure that all rent due has been received; follow up when funds have not been received
- Issue receipts for rent received
- Attend to land issues such as draining/fencing by contacting relevant parties
- Ensure that for 11-month leases, the land is vacant 1 month a year

Cemeteries

- Ensure that all Mercy cemeteries and community burial places are well-maintained

Liaise With Internal Partners

- Work closely with the Treasurer in relation to finances
- Work with the Trustees in relation to authorisations and communication
- Work with the COO and Common Administrative Structure/Services (CAS) in relation to information required regarding property assets

Liaise With External Partners

- Depending on the task and project, liaise with architects, engineers, solicitors, surveyors, auctioneers, public bodies and contractors
- Communicate effectively as instructed by Trustees with vendors, contractors, and service providers to ensure quality and timely service delivery

Records/files

- Ensure that all records are maintained and filed correctly
- Organize and maintain confidential files and records, ensuring easy access and security

Essential criteria

- 5+ years' experience in property, estates or facilities management, ideally with multi-site responsibility.
- Demonstrated ability to handle compliance, contractor management and estate planning.
- Strong organisation, communication and stakeholder engagement skills.

- Full, clean driving licence and willingness to travel regularly.

Desirable

- Experience in the charity/faith/education/health sector or multi-site portfolios.
- Knowledge of public procurement principles and H&S/compliance frameworks.
- Proficiency with property/asset management systems and MS Office.

Salary

Competitive, commensurate with experience and skills - €50,000 - €70,000 per annum

Why This Role Matters

This is a significant role for our Congregation — as it's about shaping how our properties and lands support people and communities now and in the future. You will have real ownership, visibility with leadership, and a meaningful role in planning, protecting and optimising resources that have societal and heritage value.

How to apply

If you care about stewardship, people-centred outcomes, and making a positive impact through thoughtful property management — we would be delighted to hear from you.

Please send your CV and a cover letter outlining your relevant experience and availability to:

Email: kaitlin@hrteamservices.com (Subject: *Property Coordinator – [Your Name]*)

Closing date: 23rd April 2026