



Transformed Lives | Growing Church | Building Community
THE KINGDOM OF GOD - GOOD NEWS FOR ALL

The Derby Diocesan Board of Finance Limited

Building Surveyor

Job Specification

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| DEPARTMENT: | Diocesan Board of Finance |
| LOCATION: | Church House, Full Street, Derby, DE1 3DR |
| ACCOUNTABLE TO | Head of Property |
| SALARY | £45,466 per annum |
| TENURE | Full time permanent |

DERBY DIOCESE

The Church of England operates through 42 dioceses, or administrative regions, each under the care of its own Diocesan Bishop. The Diocese of Derby consists of the County of Derbyshire, and a small area of Staffordshire. The Church offers its ministry to all members of the community, in this case covering a population of around one million. Within the Diocese there are 250 parishes and 330 church buildings served by approximately 135 paid clergy. There are also 111 church schools within the Diocese.

Our Diocesan Vision and Strategy is central to the way we work and determines the priorities and the agenda for the Diocese.

We are working hard to develop our financial strategy in order to maximise our return on our investments and improve the quality of our property portfolio.

Our portfolio contains over 300 churches many with additional buildings including parish halls, 176 houses and circa 1200 acres of glebe land which are key assets for our Diocese.

OVERVIEW

The 'Building Surveyor' post is intended to be the overall lead, in respect of managing the condition of all properties owned or administered by the Diocesan Board of Finance including those used for the purpose of housing the clergy. Working closely with the Head of Property, the post holder will play a key role in getting maximum value from our property and glebe portfolio and to maintain our housing stock to a level that is appropriate to attract

clergy to come and work in the Diocese. The post holder will be expected to develop the strategy for managing our properties and to develop a phased plan to achieve our goal.

The post holder will be involved in the active management of the housing portfolio, glebe land and Church House, our head office. The role will also involve helping parishes with property matters relating to their church halls or similar property assets. The post holder may be asked to advise relevant committees such as the Business Committee and the Diocesan Advisory Committee.

Key Responsibilities

- To be responsible for all matters relating to the maintenance of clergy housing ensuring that our clergy are provided with housing to a standard which makes them feel valued and supported.
 - Planned maintenance of clergy housing and other properties (quinquennial inspections, carried out every five years on each property)
 - Minor improvements and general upgrading of our properties
- To provide a strategic overview of all houses with a view to:
 - Developing our maintenance policy, which is cost effective, maintains our financial investment through appropriate maintenance and offers a level of housing to our clergy which ensures that we are a Diocese of choice.
 - To assist in identifying housing which needs to be replaced over time and disposing of housing which is no longer required.
 - Working with external agents to let, sell and purchase property.
 - Identifying development opportunities and having experience of the planning process and working with other property professionals to bring projects forward.
 - Meeting our environmental policy through reduction of our carbon footprint and working with internal partners and key stakeholders to deliver our goal of becoming zero carbon by 2030.
- Responsible for the development of our supplier strategy which ensures we deliver an effective service to an appropriate standard and effectively manages our costs and ensures best value from our suppliers.
- To lead the routine work on clergy housing with reference to:
 - Housing where major work is required particularly during interregnum.
- Financial Management through preparation and management of an annual budget, forecast of expenditure and management of all programme costs.
- Assist with the management of the Diocese office building (Derby Church House) ensuring compliance with health and safety legislation and other statutory controls.
- Provide advice as to how church buildings could be better used to serve the mission and ministry of the Diocese. Rather than being a burden to our parishes we want to discover new ways of making the best use of our estate.
- Liaise with key external stakeholders and ensure that wherever possible work is accomplished in partnership with other denominations.

- Work closely with the Property Officer and Property Administrator ensuring all information relating to planned works on clergy housing is kept up to date.
- Any other duties commensurate to the post.

KEY CONTACTS

| Internal | External |
|------------------------------------|-------------------------------|
| Head of Property | Clergy |
| Property Officer & Administrator | Contractors |
| Diocesan Secretary | Property Developers |
| Directors and Heads of Departments | Other Diocesan Property Teams |
| The Chair of DBF | Clergy |
| Bishop | Contractors |
| The Diocesan Registrar | |
| Archdeacons | |

PERSON SPECIFICATION

| Key Criteria | Essential and Desirable |
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| Knowledge, Qualifications and Experience | <p>Desirable</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent • RICS chartered building surveyor or equivalent body • Previous experience in managing a housing portfolio for an organisation, either in-house or at a consultancy |
| Leadership | <p>Essential</p> <ul style="list-style-type: none"> • Demonstrate experience of working collaboratively with colleagues, as groups and on a 1:1 basis • Effective communicator |
| Work related qualities | <p>Essential</p> <ul style="list-style-type: none"> • Demonstrable previous experience undertaking property surveys • Experience of managing a property portfolio and working with complex legal constraints and health and safety legislation • Demonstrate ability to negotiate effective contracts with suppliers including tendering ensuring compliance with CDM regulations. • Experience of preparing an annual budget, its management and review • Organised and administratively able with good and effective working knowledge of IT |

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| | <ul style="list-style-type: none"> • Ability to achieve deadlines and prioritise a busy schedule. • Excellent communication skills – both oral and written <p>Desirable</p> <ul style="list-style-type: none"> • Experience of interacting with Local Authorities and other public bodies • Familiarity with (or ability to acquire) a working knowledge of appropriate Church Measures and an understanding of the structures of the Church of England • Experience of using and operating property management software |
| Other | <ul style="list-style-type: none"> • Able to travel around the Diocese and nationally when required • Full, clean Driving Licence and access to a car for work purposes • Able to work flexibly including evenings and weekends – with notice • An awareness/appreciation of the aims and values of the Church of England |

TERMS AND CONDITIONS

The terms and conditions for this post are described below.

Salary: £45,466

Working hours: 35 hours per week. Flexibility is required as there will be a need for some evening and weekend working.

Holidays: 25 days plus statutory bank and public holidays. In addition the DBF provide 5 further days' paid leave which are to be taken on a discretionary basis as determined by the DBF.

Pension: Based on Auto Enrollment qualifying criteria employer contributions equivalent to 10% of the gross salary will be paid into an approved personal pension plan, paid monthly. If the Church workers pension fund is selected 9.5 % of the gross salary will be paid into the pension fund and 0.50% will be paid to life insurance.

Sickness/Absence: Company sick pay is paid during periods of absence and in accordance with company policy.

Location: Church House, Full Street, Derby, DE1 3DR and home working as agreed with Line Manager.

Administration: Administrative support will be available.

Expenses: All reasonable working expenses will be met at the agreed Diocesan rates.

Termination: The appointment is subject to a six month probationary period, and may be terminated by either party by three months' notice following the probationary period.