



## Job Description: Diocesan Property Manager

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**JOB SUMMARY:** To provide a full range of property management services for the Diocese Housing portfolio and Head Office. To manage and support the Property team.

**REPORTS TO** Director of Property

**ACCOUNTABLE TO** Director of Property

**DIRECT REPORTS** Property Officer  
Property Co-ordinator

**TERMS** Salary £42,000

This is a permanent contract. The role is full time 35 hours per week. The contractual location will be our Diocesan office in Stoke Gifford, however there will be an opportunity to explore and agree hybrid working arrangements which strike the right balance for the role holder and the Diocese. There may be the occasional need for out of normal office hours working (e.g. to attend meetings), for which time off in lieu will be granted. The role will involve travel throughout the Diocese. As travel to various locations around the Diocese is required, access to own private transport is a requirement. Travel expenses will be reimbursed in line with the Diocesan Expenses Policy.

**KEY RELATIONSHIPS**

- Diocesan Secretary & Bishop's Staff
- Property, Environment & Sustainability Team
- Finance Team
- Clergy and Churchwardens
- External agents and contractors

### SAFEGUARDING

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

# Main Responsibilities

## Generally

- Line management for the Property Officer and Property Co-ordinator roles.
- Liaising with external suppliers and consultants, to ensure that strategic plans in relation to the property portfolio are delivered and that day to day responsibilities are fulfilled
- Management of the Diocesan office building including ensuring compliance with statutory regulations, health and safety legislation, and good practice for building management.
- Management of maintenance, repairs, servicing or improvements within the Diocese office building.
- Identifying, building and maintaining good relationships with key partners and stakeholders including consultants, agents, developers and council planning departments.
- Contributing to the preparation of and managing the annual property budget
- Ensuring all expenditure in the property budget is properly procured, provided, invoiced and paid in accordance with the Board's policies and procedures
- Ensuring the Diocese meets internal church and external legal requirements in relation to the property portfolio, health and safety legislation on sites and statutory local authority regulation.
- Liaising with other Diocesan Officers, Surveyors and external agencies

## Clergy Houses

The property portfolio consists of around 170 domestic properties, primarily occupied by parochial clergy. This role has responsibility for:

- The arrangement of the five-yearly inspection of properties,
- Managing the efficient repairs and maintenance, and compliance works.
- Supporting and advocating our Carbon Net Zero 2030 objectives across the built estate.
- Managing tender processes and/or negotiating with subcontractors for smaller projects and overseeing their work
- Purchasing and selling properties as authorised by the Finance Group and within cash constraints, in consultation with the Director of Property to meet clergy deployment needs and the placement of curates.

## Team management

Managing the staff in the property team including:

- Completion of annual appraisals and any necessary reviews during the year
- Promoting their training and development
- Maintain an effective link with other Diocesan Surveyors and Property Teams to maintain CPD.
- Keeping up to date and cascading on Church Measures relating to property matters and relevant external property rules and regulations and to arrange procedural changes as may be required to ensure compliance with such regulations

## Other

- To undertake other duties as may be reasonably required

# Diocesan Property Manager Person Specification

To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria outlined in the vacancy description.

<b>Experience</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Managing a housing portfolio, building relationships with suppliers and consultants</li> <li>Understanding of building management with regard to statutory requirements.</li> <li>Experience of property transactions</li> <li>Good understanding of legal matters surrounding property and land management and an ability to apply these appropriately</li> <li>Managing budgets</li> <li>Delivering residential refurbishment projects</li> <li>Good understanding of Health and Safety &amp; CDM 2015</li> <li>Management of survey and compliance works</li> <li>Managing and developing a team</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Working in a complex organisational structure</li> <li>Experience and understanding of property management and legal requirements in a charitable context</li> <li>Experience of using a PMS to manage a property portfolio</li> <li>A knowledge of the Church of England and its structure</li> </ul>
<b>Education and Qualifications</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>RICS/ MCIQB or equivalent significant experience.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>A relevant Health and Safety qualification</li> </ul>
<b>Skills / Ability</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Prioritise work to meet the needs of the organisation and the occupiers within budgetary constraints</li> <li>Ability to work collaboratively</li> <li>Effective communicator; able to listen, converse and influence in a range of situations from one to one, to large gatherings</li> <li>Ability to write clear and concise written reports with recommendations</li> <li>Able to inspire the confidence of committee members and senior managers through timely delivery of information and plans</li> <li>Proficient and effective use of technology, with good working knowledge of Office, M365</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Demonstrable professionalism and sensitivity in communications</li> </ul>

## Personal

### Essential

- The ability to work collaboratively as part of a team sharing learning and ideas.
- Strongly proactive with the ability to manage multiple projects simultaneously and work autonomously to prioritise and meet deadlines
- Professional manner and positive attitude
- Respectful and comfortable with the Christian ethos and objectives that underpin our work.