

A worshipping, growing and transforming Christian presence at the heart of every community

BUILDING SURVEYOR (24 MONTH CONTRACT)

Grade / Salary: £29,337 - £35,032 (Band 4.1 to Band 4.3)

Hours of work: Full Time - 35 hours per week

Normal place of work: Church House, 90 Deansgate, Manchester M3 2GH

Purpose

To support the work of the Director of Land and Property Services in managing a portfolio of residential property, church buildings and investment / commercial property.

Accountability & Key Relationships

The post is line managed by the Director of Land and Property Services. The post holder has key working relationships with the Director and other specialist officers in the team including the Buildings Officer who takes a lead on parsonage maintenance and inspections, a Diocesan Surveyor and two Property Support Officers.

Key Tasks

Parsonages

- Support the Director of Land and Property Services in the acquisition and disposal of property relating to the housing of the clergy
- Liaise with Incumbents, PCCs, Archdeacons, other Diocesan Officers and the Church Commissioners on all matters relating to parsonages and other property as appropriate
- Provide professional advice, in collaboration with the Buildings Officer, in relation to the routine work on parsonages with particular reference to:
 - Planned maintenance of parsonages and other properties (Quinquennial Inspections)
 - Maintenance and re-decoration of parsonages during Interregna
 - Minor improvements and general upgrading of parsonages and other properties
 - Emergency repairs and reactive maintenance
 - Provide technical advice, diagnose defects and schedule suitable remedial specifications
 - Ensure statutory compliance in matters relating to gas safety testing, electrical safety, asbestos register and other statutory compliance across the diocese

- Advise and assist with rental properties, estate agents, landlords and tenants across the Diocese
- Assist with the provision of Health and Safety advice in relation to property and the implementation of the CDM Regulations 2015
- Assist with the operation of the Diocese office and commercial buildings through liaison with local agents where required
- Work with the Buildings Officer to develop reports to Property Committee

General Matters

- To continue the development of appropriate IT systems for the management of property
- Represent the Diocese when necessary, in attending meetings with the Church Commissioners, parishes or other bodies, on matters concerned with properties, particularly parsonages
- Contribute to procurement exercises
- Manage contracts with suppliers
- Manage property related grant applications
- Undertake / contribute to the work of project-based work including working closely with other teams

Church Buildings

- Oversee repair matters relating to the maintenance and security of church buildings, particularly:
 - Liaise and correspond with Church Commissioners, insurance company, Incumbents, PCC's, Archdeacons and other diocesan officers on matters connected with the maintenance of closed church buildings
 - Attend the Diocesan Advisory Committee and other relevant committees where required
 - Assist with work on a range of agencies to dispose of redundant buildings in a commercially aware way
- Such other duties and tasks as management may from time to time require

Person Specification

Key: (AF) Application Form; (I) Interview; (T) Test, (P) Presentation

	Essential requirements	Desirable requirements	Method of assessment
Qualifications			
RICS qualified Building Surveyor (General Practice Surveyor with suitable Building Surveying Experience may be considered)	E		AF
Educated to degree level		D	AF
Experience			
Demonstrable previous experience undertaking property surveys	E		AF/I/P
Experience of managing a property portfolio	E		AF/I/P
Experience of working within complex legal constraints	E		AF/I
Experience of interacting with Local Authorities and other public bodies		D	AF/I
Knowledge and skills			
Ability to develop new systems	E		AF/I
Excellent interpersonal skills and a strong customer focus	E		AF/I
Ability to achieve deadlines and prioritise a busy schedule	E		AF/I
Excellent communication skills – both oral and written	E		AF/I
Ability to manage budgets and ensure Value for Money	E		AF/I
Skills in running procurement exercises	E		AF/I

Ability to interpret legal documents	E		AF/I
Familiarity with (ability to acquire) a working knowledge of appropriate church Measures and an understanding of the structures of the Church of England	E		AF/I
Personal Qualities			
An appreciation of diverse communities	E		AF/I
Sympathy with the aims and values of the Church of England	E		AF/I
Work-Related Circumstances			
Able to work flexibly including evenings and weekends – with notice	E		A/I
Willingness to attend meetings elsewhere in the Diocese	E		A/I
Full driving licence and access to a car for work purposes	E		A/I

Summary of Terms & Conditions of Employment

Employer:	Manchester Diocesan Board of Finance (MDBF)
Contract:	Fixed Term Contract - 24-months
Line Manager:	Director of Land and Property Services
Probation:	Appointments subject to a 6-month probationary period
Location:	The post is based at Church House, 90 Deansgate, M3 2GH
Hours:	Full Time - 35 hours per week, Flexi Time policy in place
Pension:	The MDBF offers membership of the Church Workers Pension Fund– Pension Builder Classic product

Closing Date

Completed applications should be submitted to jobs@manchester.anglican.org by **Noon, Tuesday 9th February 2021**

Interviews

To be held on **Thursday 25th February 2021**

The post will be offered to the successful candidate subject to satisfactory references and proof of eligibility to work in the UK.