



**DIOCESAN BOARD OF FINANCE:  
PROPERTY DEPARTMENT  
PROPERTY OFFICER**

**JOB PROFILE**

<b>JOB TITLE:</b>	Property Officer
<b>ACCOUNTABLE TO:</b>	Head of Change and Property
<b>KEY RELATIONSHIPS:</b>	Diocesan Secretaries Area Bishops Archdeacons Property Team Finance Team

**BACKGROUND**

The Diocese of Leeds came into existence at Easter 2014 following the dissolution of the former dioceses of [Bradford, Ripon & Leeds](#), and [Wakefield](#). It covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. The diocese has 462 parishes and 656 church buildings.

During 2018, the Diocese launched its Strategy Framework, which brings to life the Diocesan Vision of 'Confident Christians, Growing Churches, and Transforming Communities'.

The strategy includes stretching objectives to ensure that by 2022 we have a balanced budget. In order to achieve this we need to ensure parishes recognise and understand the importance of Parish Share, and have the required support to maintain or increase their contributions as requested. Our target is to increase the total amount of Parish Share received by £2m by 2022 (compared to 2017).

The following information is furnished to assist staff joining the Diocese to understand and appreciate the work content of their post and the role they are to play in the organisation. However, it must be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail. It must also be noted that this job description may be reviewed from time to time, in conjunction with the post holder.

## **JOB DESCRIPTION**

### **PRIMARY PURPOSE OF POST**

- Working with colleagues in the Diocesan Property Department to ensure the management of its residential, agricultural and investment property portfolios across all diocesan areas.

### **MAIN DUTIES AND RESPONSIBILITIES**

- To undertake and act upon Periodic Surveys and Vacancy Inspections of clergy housing in accordance with the Repair of Benefice Buildings Measure 1972.
- Prepare and circulate relevant reports relating to inspections and works and prepare schedule of costs and works involved.
- Arrange and authorise the alteration, improvement and repair of all clergy housing within the diocesan budget as necessary.
- Meet new incumbents and other clergy at date of appointment to discuss housing requirements.
- Working with colleagues, provide information to assist with the preparation of capital and revenue budgets and ensure the systems of control are properly maintained and reviewed.
- Assist with the efficient monitoring of all tender processes.
- To arrange and monitor property lettings and rentals.
- Assist with the management of the disposal of surplus property and purchase of replacement property.
- Liaise with external contractors and other bodies to work in partnership with the Property Department.
- Support Property Managers with running small works contracts and other duties as required.
- Check completed works against invoice prior to authorising payments.
- Supervise daily works of contractors and special assignments where necessary

- To deal with the day-to-day repairs, maintenance and service contracts arising from the occupation of clergy housing.
- To be responsible for insurance matters relating to valuations and claims and the preparation of claims forms.
- To provide support with the preparation of papers, agendas and minutes for relevant property groups, Boards and committees and attend such meetings as are required.
- Support the team by maintaining comprehensive records/database of contractors and consultants, ensuring periodic reviews relating to performance and competence are maintained.
- Assist in the preparation of regular information including newsletters and advisory leaflets and obtain feedback from clergy on contractor's performance.
- To provide cover and support for other staff within the Property Department as and when required.

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.

## Personnel Specification

(E – Essential criteria, D = Desirable criteria)

	Sections		E	D
1	<b>Skills, knowledge and aptitudes</b>	<p>The Property Officer should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> <li>• excellent communication skills;</li> <li>• accurate report writing;</li> <li>• organising their time and working to deadlines;</li> <li>• preparing capital and revenue budgets;</li> <li>• preparing of schedules of work and specifications, tendering of building works and site inspections;</li> <li>• The ability to produce neat and accurate plans and drawings by hand and computer;</li> <li>• a high level of attention to detail and an enquiring mind;</li> <li>• the ability to work on their own initiative</li> <li>• Excellent IT literacy, including Word, Excel, PowerPoint and Outlook.</li> </ul>	E E E E E E E	D  D  D
2	<b>Qualifications, Training and Experience</b>	<p>The Property Officer should:</p> <ul style="list-style-type: none"> <li>• be working towards membership of the Royal Institution of Chartered Surveyors</li> <li>• Educated to degree level or equivalent</li> <li>• have experience of: <ul style="list-style-type: none"> <li>➤ property management of housing and land</li> <li>➤ disposal of redundant property and purchase of replacement property</li> <li>➤ arranging and monitoring of property lettings and rentals</li> <li>➤ monitoring of tender processes</li> <li>➤ implementation and application of relevant health and safety, planning and building regulation legislation</li> <li>➤ defect analysis - identifying &amp; analysing building pathology</li> <li>➤ property surveys</li> </ul> </li> <li>• have experience of working as a member of a team</li> <li>• be able to demonstrate a willingness to attend appropriate training and development</li> <li>• use of property management software</li> </ul>	E  E  E  E  E  E	D   D  D  D

3	<b>Personal Attributes</b>	<p>The Property Officer should:</p> <ul style="list-style-type: none"> <li>• be a person of integrity;</li> <li>• have a tenacious approach to delivery, quality of output and organisation;</li> <li>• be sympathetic to the needs of others;</li> <li>• have good interpersonal skills;</li> <li>• have an understanding of confidentiality issues and the use of discretion.</li> </ul>	<p>E E  E E E</p>	
4	<b>Disposition and Attitude</b>	<p>The Property Officer should have:</p> <ul style="list-style-type: none"> <li>• Empathy for the faith and mission of the Church of England</li> </ul>	<p>E</p>	
5	<b>Special Requirements</b>	<p>The Property Officer should:</p> <ul style="list-style-type: none"> <li>• have a full driving licence and use of a car for work purposes</li> </ul>	<p>E</p>	