Diocese Recruitment Pack

Building Surveyor



Diocese *of* Liverpool

Bigger Church, Bigger Difference

Contents

Welcome 3

Who We Are 4

Our Diocese 5

Our Vision 6

Our Strategy - Fit For Mission 7

Our Strategy - Diocesan Investment Programme 8

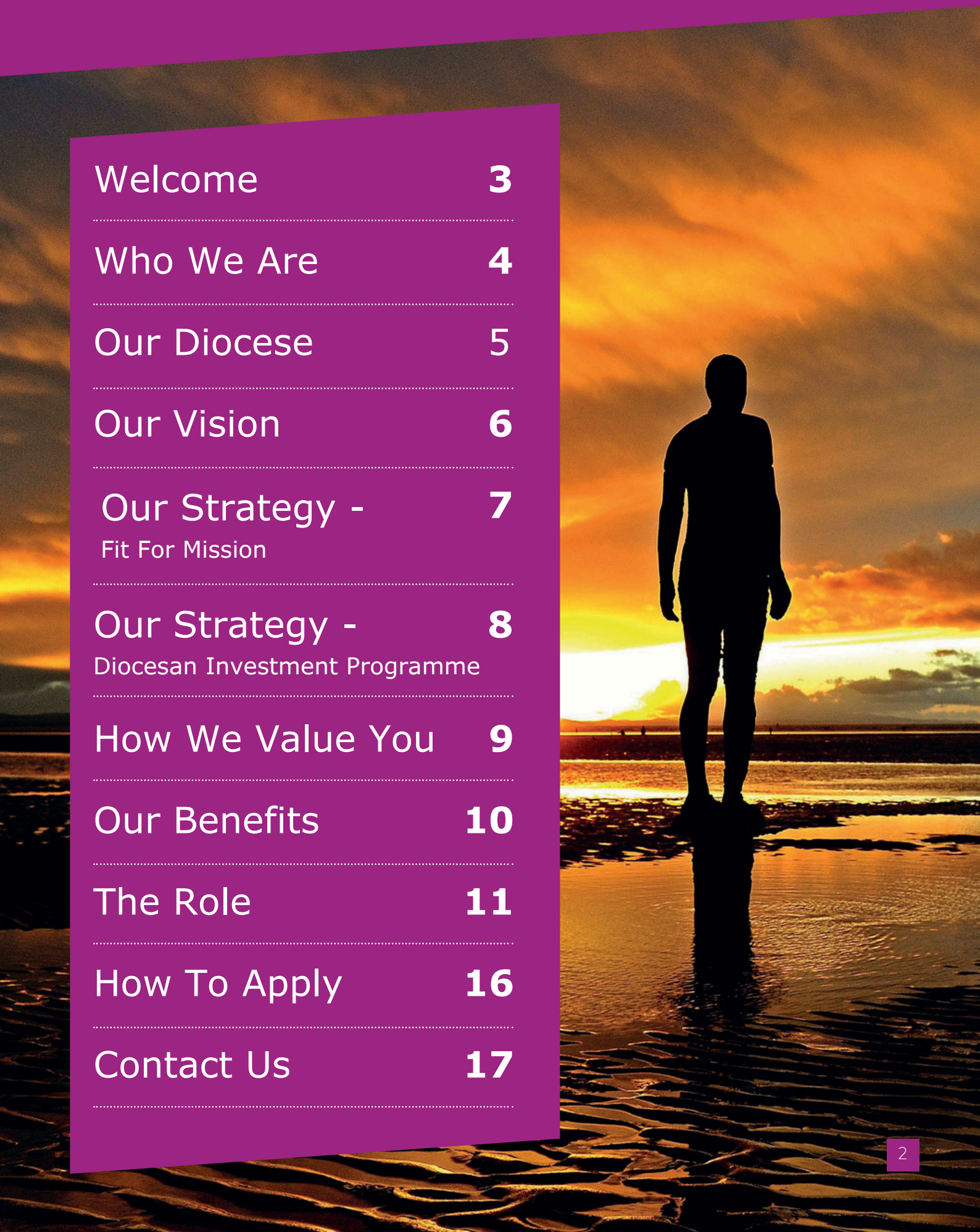
How We Value You 9

Our Benefits 10

The Role 11

How To Apply 16

Contact Us 17



Welcome



Dear Applicant,

Thank you for your interest in a position with the Diocese of Liverpool, and for considering us as the next step in your career. We serve a vibrant and diverse diocese, working in partnership with a wide range of worshipping communities, churches, schools, charities and other organisations across the region.

This is an exciting time to join our team as we continue our transformational journey of change – aimed at enabling our churches to grow and become younger and more diverse. Our Fit for Mission programme is at the heart of this approach, helping churches to flourish, develop new leaders, and expand their work with children and young people, with social justice at the heart of our mission.

As an employer, we offer flexible and hybrid working, a strong sense of community, and opportunities to develop your skills in a collaborative environment where we hope you will feel valued, supported and empowered to grow.

We are looking for people whose values resonate with our ethos and who are excited to help shape the future of the Diocese of Liverpool.

If you want to be part of a team striving to make a lasting impact on the communities we serve, then we would love to hear from you.

Yours faithfully,

Sharon Parr

Diocesan Secretary
Diocese of Liverpool



Who we are

The Diocese of Liverpool is one of 42 dioceses that make up the Church of England, sitting within the Province of York under the guidance of the Archbishop of York.

Our diocese spans far beyond the heart of Liverpool, from the coastal town of Southport to the industrial heritage of Widnes, from the communities of North Warrington to the borough of Wigan, we serve a wide and dynamic region. Our operational base is St James' House, situated next to the breath-taking Liverpool Cathedral - the mother church of our diocese and an iconic landmark of faith and culture.



Our Diocese

Our diocese is led by the interim Bishop of Liverpool and the Bishop of Warrington, supported by three Archdeacons of Liverpool, Knowsley & Sefton, and St Helens & Warrington. These archdeaconries are made up of 14 deaneries, which include:

- 160 parishes, each with its own unique character and mission
- 275 dedicated members of clergy
- 275 licensed readers actively engaged in ministry
- 100 retired clergy still making a meaningful impact
- 50,000 committed church members
- 120 church schools educating and nurturing faith
- 30,000 children receiving their education in a church school setting

The Diocese of Liverpool's mother church is the Liverpool Cathedral which is the biggest cathedral in the UK and also one of the biggest in the world!

Our administrative centre is Saint James House where you would primarily be based in this role and where majority of our staff are based.

Our Vision

Our diocesan vision is simple. We are asking God for a bigger church which will allow us to make a bigger difference with more people knowing Jesus and more justice in the world.

Our first ever Bishop of Liverpool, J.C Ryle, wanted every person, lay or ordained to become ‘active agents’ of the church. That belief has shaped our mission since the 1800s and remains at the heart of what we do today. We are committed to ensuring that everyone in our diocese is equipped and empowered to live out their faith in meaningful ways.

We have developed a bold and ambitious plan to help every part of our diocese step forward in mission. We want to see parishes working together to build a church that is younger, more diverse, and deeply rooted in its communities - a confident Christian presence in every area we serve.

To help our parishes, schools and chaplaincies flourish and fully embrace this vision, we are prioritising:



This is an exciting time to be part of the Diocese of Liverpool as we continue on this transformative journey together.

Our Strategy - Fit for Mission

At the heart of our diocesan strategy is Fit for Mission, a transformative programme designed to remove barriers to growth and equip our churches to flourish. This initiative supports every deanery in the Diocese of Liverpool to shape its own future - strengthening mission, deepening discipleship, and ensuring sustainability.

Through Fit for Mission, we are investing in six key areas, providing expert support and specialist resources to empower our churches to:

- Deliver best-practice missional ministry through collaborative team working with a group of other churches
- Multiply the number and type of church communities, so that many more people can know Jesus
- Deliver sustainable buildings to meet and worship in
- Give good support and accountability to lay and clergy leaders
- Streamline parish bureaucracy through forming larger parishes
- Make admin and compliance easier through Resource Hubs in each larger parish

Fit for Mission is about renewal, opportunity, and a bold step into the future. Together, we are building a Church that is equipped, empowered, and ready to make a lasting impact.

For more information, visit www.liverpoolcofe.org/fitformission.

Our Strategy - Diocesan Investment Programme

Building on our Fit For Mission programme, we are working towards a new investment from the Church of England to enable us to expand delivery in:

1. **Mission –** Expanding our work with children and young people, championing social and racial justice, revitalising churches, and establishing new worshipping communities.

2. **People –** Deepening discipleship, creating clear vocational pathways through ‘Lifecall’, and offering accessible training and development for both lay and ordained ministry.

3. **Financial Sustainability –** Encouraging generosity as a core part of discipleship, providing expert guidance on maximising church buildings and assets, and offering grants to support mission and long-term growth.

This is a moment of opportunity - a time to step forward with faith, ambition, and commitment. Together, we are shaping a thriving future for the Church in Liverpool and beyond.



How we value you

The Diocese of Liverpool is a special place to work, and we're committed to valuing our people to ensure that you are supported to develop and succeed.

What it's like to work here:

- We have a positive working environment with a family friendly approach, offering flexi time and hybrid working for all roles.
- We are actively seeking to be a more diverse and fully inclusive workplace, focussing on developing community through informal groups and activities. We have staff resource groups for people identifying as LGBTQIA+ and from UKME.
- Working in a smaller organisation like ours gives you many opportunities to develop through gaining wider experience working with multiple small teams. We actively encourage early career employees to expand their range of experience and skills and we look forward to helping you to develop.
- With open plan working and shared activities you will quickly get to know everybody here whilst forming key, strong relationships in a small team.



Our benefits

We want you to feel valued and appreciated for the contribution you will make to ensuring our churches, schools and chaplaincies can make a significant difference for good in the lives and communities of our region. That is why we offer you the following benefits:

- Non-contributory pension scheme, worth up to 14.5%. There is the opportunity for employees to make additional voluntary contributions, where the first 3% will be matched by the employer
- 25 days leave per year (excluding bank holidays) with up to 3 days additional leave per year over the Christmas period
- Employee Assistance Programme (free 24 hour confidential helpline to support staff wellbeing (including counselling)
- Hybrid/flexible working
- Generous sick pay scheme
- Free city centre parking available 7 days per week
- Free tea and coffee provided
- Staff discount - Welsford Bistro
- Staff discount - Cathedral shop
- Exclusive invitations and previews to Cathedral events and exhibitions
- Staff discount on Liverpool City Council Lifestyles gym membership

The Role

Role Title: Building Surveyor
Reporting to: Head of Property and Buildings
Salary: £28,219 per annum
Hours: 35 Hours per week
Location: Based at St James House, Liverpool but required to work across the Diocese

Role Summary:

The Diocese of Liverpool seeks an enthusiastic early-career Building Surveyor to help the Diocese and its parishes manage, maintain and improve their diverse property portfolio. The role is ideal for a recent Building Surveying graduate with current technical knowledge, curiosity and enthusiasm who wants to gain experience in a supportive professional team.

Initially, the postholder will support the Clergy Housing team in delivering an extensive refurbishment programme following a strategic review of the housing stock. Working with the Clergy Housing Manager, in-house buildings team, consultants, contractors and parish representatives, they will help provide safe, well-maintained and sustainable homes that support the Diocese's mission for years to come.

The postholder will also provide and review technical guidance on ongoing maintenance and emergency repairs. By thoroughly assessing issues, appropriate remedial work and associated costs, they will help the Clergy Housing Manager make informed decisions.

Reporting directly to the Head of Property and Building and the Clergy Housing Manager, the postholder will gain hands-on experience in condition surveying, building pathology, maintenance planning, project delivery, statutory compliance and contract administration.

The Role

The postholder will receive support to develop professional competence and work towards an appropriate professional qualification, taking on greater responsibility as their experience grows. Alongside clergy housing work, building and condition surveys, net-zero initiatives and grant funding applications for churches and halls will offer broad professional development opportunities.

This role suits an enthusiastic graduate who enjoys site-based work and practical problem-solving and wants to build broad client-side surveying experience. It offers the opportunity to work towards chartered status while making a tangible difference to the Church, helping create spaces that serve communities, transform lives and share God's love.

Context:
The Diocese of Liverpool has embarked on a six-year Strategic Transformation Programme, in partnership with the Church Commissioners, to deliver a clear, shared vision for mission, growth and a sustainable future. This aligns with the Church of England's commitment to making its buildings more accessible and valuable to local communities.

Job Summary:
This role demands energy and a willingness to learn, working with senior colleagues to effectively manage, maintain and improve churches, church halls and clergy housing. The main purpose of the role:

1.Assist senior colleagues with maintenance and refurbishment projects to safeguard the long-term condition of clergy housing and across the Diocese of Liverpool. Also support with churches and halls

2.Develop, nurture and manage relationships with key stakeholders to enable the above.

The Role

Duties and key responsibilities:

Key responsibilities and tasks include:

·Undertake building and condition surveys across the Diocese's estate, recording condition, defects and maintenance requirements.
·Assist with the diagnosis of building defects, including damp, water ingress, deterioration of building fabric and other maintenance issues
·Contribute to initiatives that improve the energy efficiency and environmental performance of buildings. Providing support with the review and implementation of a Net-Zero brief.
·Help develop planned and preventative maintenance programmes, prioritising works according to condition, risk, urgency and available budgets.
·Prepare scopes of work, schedules, specifications and drawings for repair, maintenance and improvement projects.
·Assist with obtaining quotations and tenders and contribute to the procurement and appointment of contractors and consultants.
·Support the administration and delivery of building projects from initial inspection through to completion.
·Carry out site inspections, monitor contractors' progress and help ensure works meet the required quality, programme and health and safety standards.
·Assist with contract administration, project meetings, progress reporting and maintaining accurate project records.
·Help maintain accurate property information, condition data, drawings, photographs and project records.
·Support senior colleagues with matters relating to planning, Building Regulations, health and safety and CDM.
·Liaise professionally with parishes, clergy, contractors, consultants and other stakeholders, explaining technical property matters in a clear and practical way.

Person Specification

Experience & Qualifications — Essential

- Degree in Building Surveying or a closely related construction/property discipline.
- Placement, internship or other relevant practical experience within building surveying, construction or property would be advantageous; applications are also welcomed from recent graduates able to demonstrate strong relevant knowledge, enthusiasm and a willingness to learn.
- Commitment to continuing professional development

Knowledge and Skills — Essential

- A sound understanding of building construction gained through recent study or practical experience, together with an interest in developing expertise in building pathology and defect diagnosis.
- Strong written communication skills and the ability to prepare clear, concise reports.
- Ability to analyse problems and develop practical solutions.
- Knowledge of AutoCAD/Revit or similar drawing/property software.
- Good understanding of IT; with experience of using surveying equipment.
- Knowledge of Faculty approval processes or willingness to learn.
- Willingness to visit properties throughout the Diocese.

Personal Attributes

- Confident communicator who is comfortable dealing with a wide variety of people.
- Good organisational skills with strong attention to detail.
- Ability to work both independently and as part of a wider team.
- Resilient and tenacious, able to identify and overcome challenges
- Dynamic and proactive, with a strong sense of initiative and ownership

Person Specification

Other Requirements

- Willingness and ability to travel across the Diocese as required.
- Commitment to the values and mission of the Diocese of Liverpool.
- Ability to work flexibly, including occasional evenings or weekends if necessary.
- Full UK driving license

Desirable requirements

- Basic understanding of CDM, Building Regulations and construction health and safety.
- Interest or experience in historic buildings, conservation or traditional construction.
- Experience of belonging to a faith community
- Experience working within a faith-based or charitable organisation
- Experience of working in a Church context
- Knowledge and appreciation of heritage issues
- Knowledge of the structures and organisation of the Church of England
- Understanding of the Church of England’s structure, governance, and approval processes (e.g., PCCs, DAC, Faculty system)

How to apply

- Read through the helpful information on our website regarding the position and follow the link to Church Pathways to proceed with your application.
- For further support and/or questions, email **HR@liverpool.anglican.org**
- Applications are assessed based on the Person Specification - use concrete examples to help give yourself the best possible chance.

Recruitment Timeline:

- **Applications Open: 9th November 2026**
- **Applications Close: 23rd November 2026**
- **Shortlisting Date: TBC**
- **Interview Date: TBC**

If you would like an informal chat about the role or have any questions, please don't hesitate to get in touch via **HR@liverpool.anglican.org**

The Diocese of Liverpool are committed to safeguarding and promoting equality, we are committed to equality of opportunity, to be fair and inclusive, and to being a place where all belong. We encourage applications from candidates who are likely to be unrepresented in our workforce. These include people from Black, Asian and ethnic minority backgrounds, disabled people and LGBTQI+ backgrounds.

Get in touch

The Diocese of Liverpool is here to help with any questions or enquiries you may have about the role

Contact: **HR@liverpool.anglican.org**
Website: **liverpoolcofe.org**
Address: **St James' House, 20 St James' Road, Liverpool, L1 7BY**



Diocese *of* Liverpool

Bigger Church, Bigger Difference