HEAD OF PROPERTY

(DIOCESAN SURVEYOR)

DIOCESE OF LINCOLN



The Diocese of Lincoln are seeking

An experienced and strategic property professional to join us as Head of Property (Diocesan Surveyor). This senior role is responsible for leading the management and development of a diverse property portfolio, including clergy housing and investment (glebe) land.

This is a unique opportunity to apply your professional expertise within a role that combines commercial, community, and environmental impact. You will help shape the stewardship of historic and rural assets while supporting the wider mission and work of the Church.

Key Responsibilities

- Lead the strategic and operational management of clergy housing and investment property portfolios
- Oversee capital projects, acquisitions, disposals, and estate development opportunities
- Manage budgets, financial planning, and ensure value for money across the portfolio
- Provide expert advice to senior leadership and committees on property and land matters
- Ensure full compliance with relevant legislation, including property, charity, and health & safety regulations
- Build strong relationships with clergy, parish representatives, tenants, and stakeholders
- Contribute to environmental sustainability and Net Zero objectives across the estate

Find Out More About Us

THE LINCOLN DIOCESE

CLERGY HOUSING

A GUIDE TO LIVING IN A DIOCESAN MAINTANED PROPERTY

CLOSING: MIDDAY FRIDAY DECEMBER 4 , 2026

The Diocese of Lincoln

oversees and supports hundreds of local churches, chaplaincies and projects across the historic county of Lincolnshire offering worship, growth in faith and discipleship and wide-ranging care and support to young and old in its communities.

It is probably the largest voluntary organisation in the county. Its front-line operations are supported by an expert team of specialists based in Lincoln.



The central team, employed by the Lincoln Diocesan Trust and Board of Finance (LDTBF) enjoy delightful, historic offices next to the cathedral, an energetic, friendly team, good levels of support in development, training and pastoral care, and generous, flexible working terms and conditions. Our staff know they are valued and able to flourish.

33 DAYS HOLIDAY INCL BANK HOLIDAYS

ON SITE PARKING

COMPETITIVE PENSION SCHEME

OCCUPATIONAL SICK PAY

EMPLOYEE ASSISTANCE PROGRAMME WITH HEALTH CASHBACK PLAN

SUPPORTED PROFESSIONAL DEVELOPMENT

TO APPLY CLICK **HERE**
OR VISIT WWW.LINCOLN.ANGLICAN.ORG/VACANCIES

OUR VALUES

The Diocese of Lincoln is the Church of England in Lincolnshire, North Lincolnshire and North East Lincolnshire. The diocese covers 2,673 square miles and has a population of 1,100,000. There are around 17,500 people on the Church Electoral Rolls. There are more than 185 clergy, 300 Authorised Lay Ministers, and 70 readers and Focal ministers serving 181 benefices with 487 parishes and 615 church buildings.

Our aim is to grow the Church, in both numbers and depth, through attention to what we see as our core tasks of faithful worship, confident discipleship and joyful service, with the vision of being a healthy, vibrant, sustainable church which leads to transformed lives and communities across greater Lincolnshire making a difference in God's world. To that end as a diocese we shall support, encourage and enable local parishes, schools and mission partnerships to fulfil, within this framework, their own unique calling to serve in mission the community in which they are set.

ENVIRONMENTAL, SOCIAL & GOVERNANCE STRATEGIES

The diocese through its churches, chaplaincies and projects is deeply committed to the flourishing of the whole population and embedded in every community across Greater Lincolnshire. Through, for example, our church schools growing children, young people and households we are committed to healthy, inclusive structures in society. The diocesan environmental policy, including a commitment to carbon net zero by 2030, informs all our work from buildings and investments to ministerial and faith training. We have a carefully implemented ethical investment policy for our historic assets. The diocese invests heavily in continuously improving the quality of our safeguarding performance.

LEARNING & DEVELOPMENT OPPORTUNITES

The LDTBF has a good record of supporting staff in their professional development. Equally, parish focused colleagues are encouraged through the College of St Hugh to develop their skills, including through degree or further degree level study, both to help their performance in role and to enhance their opportunities for career and ministry progression.

EQUALITY, DIVERSITY & INCLUSION STRATEGY

THE LDTBF CONTINUES TO WORK ON ITS PERFORMANCE IN TERMS OF EQUALITY, DIVERSITY AND INCLUSION, PARTICULARLY IN MONITORING, TRAINING AND REVIEW. THE MAJORITY OF OUR TEAM ARE WOMEN. WE ARE LOOKING TO IMPROVE THE BALANCE OF UNDERREPRESENTED GROUPS IN OUR WORKFORCE AND WELCOME APPLICATIONS FOR THE WIDEST POSSIBLE CONSTITUENCY.



CLOSING: MIDDAY FRIDAY DECEMBER 4 , 2026

JOB DESCRIPTION

JOB TITLE: HEAD OF PROPERTY – DIOCESAN SURVEYOR

ACCOUNTABLE TO: DIOCESAN SECRETARY

SALARY: £60,000 WITH COMPETITIVE PENSION SCHEME & LIFE INSURANCE OF THREE TIMES ANNUAL SALARY

CONTRACTUAL STATUS: FULL-TIME PERMANANT

KEY RELATIONSHPS:

- Diocesan Secretary
- Deputy Diocesan Secretary
- Head of Finance
- Archdeacons
- Trust and Assets Accountant
- HR/H&S Advisor and Designated Officer
- Chair of the Board of Finance
- Chair of Clergy Housing Committee
- Chair of Investment Committee
- External Land Agents
- Net Carbon Zero Programme Officer / Diocesan Environmental Officer
- Properties Technician
- Properties Administrator
- External Letting Agents

MAIN LOCATION: EDWARD KING HOUSE, MINSTER YARD, LINCOLN LN2 1PU

HOURS OF WORK: 35 HOURS PER WEEK, MONDAY TO FRIDAY

JOB SUMMARY: The Head of Property is responsible for the operational and investment (glebe) portfolios of the diocese– identifying strategic opportunities, overseeing property related capital projects, and ensuring legal and regulatory compliance, including health and safety. The post-holder is accountable for the budget and has functional and line management responsibility for the Property team.

TO APPLY CLICK **HERE**
OR VISIT WWW.LINCOLN.ANGLICAN.ORG/VACANCIES

KEY DUTIES AND RESPONSIBILITIES:

- Proactive development and management of the operational (clergy housing) and investment (let/Glebe) property portfolios.
- Develop and implement appropriate strategies for both portfolios within the context of the diocesan investment strategy, budget requirements and regulatory demands
- Ensure that services are delivered within agreed budgets, and that the diocese achieves best Value for Money in relation to property and glebe spend.
- Advise the Diocesan Secretary and the Diocesan Board of Finance in relation to key opportunities to maximise(within ethical, operational, and strategic policies) income from the portfolios
- Develop, in collaboration with archdeacons, strategic and operational business plans for clergy housing in each archdeaconry, including forecasting costs, highlighting opportunities and offering proposals, and developing policies and standards
- Develop and maintain revenue budgets and capital plans for five years, in the context of the diocesan strategic plan and the archdeaconry business plans, and implement effective systems of monitoring and control.
- With agents, develop and implement a formal project management system, including preparation of business cases, comprehensive calculations, costings, and sensitivity analysis, and provide progress reports and post-completion evaluations.
- Be accountable for the process of acquisition and disposal of operational and investment properties
- Ensure properties are managed within the context of relevant legislation, ecclesiastical and charity commission regulations, and in a manner that is consistent with our ethos, developing appropriate policies and procedures, as necessary.
- Be accountable for the resolution of occupancy and tenancy issues as might arise from time to time.

CLOSING: MIDDAY FRIDAY DECEMBER 4 , 2026

KEY DUTIES AND RESPONSIBILITIES:

- Responsible for the overall professional agent tendering and contract management of the external agents of the diocesan glebe and housing portfolio. Monitoring performance against KPIs and contractual objectives.
- Ensure effective supplier relationships are maintained with contractors and suppliers, keeping these relationships under review and to deliver best value.
- Provide advice and asset management services, are provided as required, in relation to land and property matters affecting the parishes within the limits of professional indemnity insurance and redundant churches.
- Ensure the maintenance of required records are compliant with legislation and internal policies, such as H&S, GDPR, and budgets etc.
- Be accountable, in consultation with the chair, for agreeing the relevant papers and business for the Investment Committee.
- Work with the Net Carbon Zero Programme Officer to meet the diocese commitments in relation to achieving Net Zero across the properties and investment portfolio.
- Acting as the officer to the Clergy Housing Committee, ensuring that business is conducted in a timely fashion.
- Oversee the inspection and maintenance of clergy housing, ensuring all surveys are completed to time and to standards required'Repair of Benefice Buildings Measure 1972'
- Oversee the management of Trusts held by the diocese as Custodian Trustee and provide advice on Trust property sales transactions.
- Manage the team of 3; Property Administrator, Property Works and Compliance Officer and the Trust and Assets Accountant.

CONTINUED PROFESSIONAL DEVELOPMENT:

The Lincoln Diocese recognises that investing in our employees' skills and knowledge is essential for our long-term success. We provide resources and support for CPD activities, and we encourage our employees to actively participate in CPD activities to enhance their skills, expand their knowledge, and contribute more effectively to the organisation’s goals.

TO APPLY CLICK **HERE**
OR VISIT WWW.LINCOLN.ANGLICAN.ORG/VACANCIES

GENERAL RESPONSIBILITIES:

- This job description details responsibilities but is not necessarily a comprehensive definition of the post, nor is it prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties.
- The post holder will be aware of and comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing child protection, health and safety, GDPR, confidentiality and equal opportunities and diocesan financial procedures.

The post holder may be required to:

- Undertake other duties and responsibilities commensurate with the level and scope of the post.
- Work outside normal office hours including occasional weekend working, subject to time off in lieu.

The post holder is required to:

- Support the ethos, aims and objectives of Christianity, the Church of England and the diocese.
- Keep up to date with developments in their area of work.
- Participate in performance management and appraisal.
- Engage in training and continuous professional development activities.
- To work in a confidential and sensitive manner at all times.
- To maintain good relationships with immediate colleagues, other staff, volunteers and external contacts.
- To fully participate in the appraisal process.

This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

CLOSING: MIDDAY FRIDAY DECEMBER 4 , 2026

PERSON SPECIFICATION

QUALIFCATIONS:

- Educated with a RICS-accredited degree in one of the following fields (e):
    - Building Surveying
    - Construction Management
    - Civil Engineering
    - Property or Real Estate
- Professional member of either the Royal Institution of Chartered Surveyors (RICS), Chartered Institute of Building (CIOB) or Royal Institute of British Architects (RIBA). (e)
- Proven post-qualification experience and a commitment to CPD. (d)
- Relevant Health and Safety Qualification, (IOSH or NEBOSH). (e)
- Full UK Driving Licence. (e)

KNOWLEDGE

CORE PROFESSIONAL KNOWLEDGE

- Building construction, repair, and maintenance (traditional and modern methods). (e)
- Property legislation and compliance, including landlord & tenant law, planning, and building regulations. (e)
- Health & safety requirements, including CDM Regulations.
- Environmental and sustainability considerations in property management. (e)
- Rural estate management, including agricultural tenancies (AHA 1986) and Farm Business Tenancies (FBT 1995). (e)
-

ECCLESIASTICAL AND CHARITY LAW

- Awareness of the legal framework for glebe property, including the Endowments and Glebe Measure 1976. (d)
- Understanding of charity law as it applies to Church of England property holdings and the fiduciary duties of Diocesan Boards of Finance (DBF). (d)
- Knowledge of faculty jurisdiction and its interaction with secular planning law. (d)

TO APPLY CLICK **HERE**
OR VISIT WWW.LINCOLN.ANGLICAN.ORG/VACANCIES

PERSON SPECIFICATION

KNOWLEDGE

BUILDING AND ASSET MANAGEMENT

- Knowledge of repairs, maintenance, and compliance for both historic and modern properties. (d)
- Understanding of listed building regulations and conservation issues relevant to parsonages and other heritage assets. (d)

FINANCE AND COMPLIANCE

- Competence in budgeting, forecasting, and valuation of property assets. (e)
- Knowledge of statutory compliance (health and safety, EPCs, landlord obligations). (d)
- Awareness of charity accounting and reporting requirements relating to property portfolios. (e)

ENVIRONMENTAL AND SUSTAINABILITY

- Awareness of biodiversity, carbon reduction, and land stewardship schemes (e.g., Countryside Stewardship, Biodiversity Net Gain). (d)
- Understanding of how environmental policy and rural land use affect long-term management of glebe estates. (d)

CHURCH CONTEXT

- Understanding of parish life and rural ministry, and how land and property assets support the wider mission of the diocese. (d)
- Knowledge of stakeholder engagement in communities (clergy, PCCs, tenants, parishioners, local authorities. (d)
- Familiarity with how the Church of England is structured and governed. (d)

PERSON SPECIFICATION

EXPERIENCE:

- Track record managing a diverse property portfolio, with a focus on strategic asset management. (e)
- Experience of managing building / construction related projects, ensuring completion of projects on programme and budget. (e)
- Proven track record of property portfolios, including agricultural, residential, and commercial properties. (e)
- Experience of estate maintenance and repair programmes. (e)
- Successful contract management, including procurement, tendering, and oversight of consultants and contractors. (e)
- Experience of budget management, forecasting, and financial reporting for property portfolios. (e)
- Evidence of working with statutory frameworks, including planning, landlord & tenant law, and health and safety compliance. (e)
- Demonstrable experience of engaging with multiple stakeholders.
- Experience of problem-solving in sensitive contexts. (e)
- Previous responsibility for glebe or ecclesiastical property management. (d)
- Experience of negotiating and managing agricultural tenancies (AHA and FBT), including rent reviews and lease renewals. (d)
- Experience of heritage conservation projects. (d)
- Involvement in land development, sales, or acquisitions in a rural context. (d)
- Experience of environmental stewardship schemes, woodland management, or biodiversity/net gain initiatives. (d)
- Familiarity with charity governance and reporting requirements relating to property. (d)
- Prior experience of working with or within the Church of England or other faith-based organisation. (d)
- Experience of strategic planning, identifying opportunities for diversification and long-term sustainability. (d)
- Involvement in community engagement around property issues.
- Previous experience of working with diverse stakeholders, including volunteers.(d)
- Experience of enabling change in volunteer organisations. (d)

TO APPLY CLICK **HERE**
OR VISIT WWW.LINCOLN.ANGLICAN.ORG/VACANCIES

PERSON SPECIFICATION

SKILLS:

- Strong negotiation skills for dealing with agricultural, residential, and commercial tenants, contractors, and developers. (e)
- Financial acumen, including budgeting, forecasting, and assessing the long-term value of estate assets. (e)
- Analytical and problem-solving skills, with the ability to balance financial, heritage, environmental, and pastoral considerations. (e)
- Clear written and verbal communication, including the ability to explain complex property issues to non-specialists. (e)
- Stakeholder management skills, with diplomacy and sensitivity when working with clergy, parish officers, and rural communities. (e)
- Project management skills, with the ability to deliver property projects on time and within budget. (e)
- Organisational skills, including the ability to manage multiple priorities across a dispersed rural estate. (e)
- Knowledge of IT systems relevant to property and estate management (e.g., GIS, property databases, Microsoft Office). (e)
- Ability to work independently while also contributing effectively as part of a diocesan team. (e)
- Mediation and conflict resolution skills, particularly in sensitive rural or parish contexts. (d)
- Strategic planning skills, with the ability to identify opportunities for estate diversification and long-term sustainability. (d)
- Presentation skills, with confidence to brief committees, boards, or external stakeholders. (d)
- Advocacy skills, for promoting environmental stewardship, heritage conservation, and sustainable development in line with diocesan priorities. (d)

PERSON SPECIFICATION

ABILITIES:

- Ability to work strategically while also handling operational details across a varied rural estate. (e)
- Ability to interpret and apply legislation (property law, agricultural tenancies, planning, health & safety) in a diocesan context. (e)
- Ability to prioritise and manage competing demands effectively, often under time pressure. (e)
- Ability to build and sustain effective relationships with clergy, parish officers, tenants, contractors, and statutory bodies. (e)
- Ability to exercise sound professional judgement in complex or sensitive situations. (e)
- Ability to work with diplomacy and tact, recognising the pastoral and missional dimensions of property decisions. (e)
- Ability to travel independently across a rural diocese, sometimes to remote locations. (e)
- Ability to work flexibly, including occasional evenings and weekends, to meet diocesan needs. (e)
- Ability to identify and realise development opportunities for glebe land in line with diocesan strategy. (e)
- Ability to advocate effectively for sustainable, environmentally responsible land and property management. (d)
- Ability to present complex information clearly to boards, committees, and community groups. (d)
- Ability to support and mentor colleagues or volunteers with less technical expertise. (d)

TO APPLY CLICK **HERE**
OR VISIT WWW.LINCOLN.ANGLICAN.ORG/VACANCIES

CONTINUED PROFESSIONAL DEVELOPMENT:

The Lincoln Diocese recognises that investing in our employees' skills and knowledge is essential for our long-term success. We provide resources and support for CPD activities, and we encourage our employees to actively participate in CPD activities to enhance their skills, expand their knowledge, and contribute more effectively to the organisation's goals.

GENERAL RESPONSIBILITIES:

- This job description details responsibilities but is not necessarily a comprehensive definition of the post, nor is it prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties.
- The post holder will be aware of and comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing child protection, health and safety, GDPR, confidentiality and equal opportunities and diocesan financial procedures.

The post holder may be required to:

- Undertake other duties and responsibilities commensurate with the level and scope of the post.
- Work outside normal office hours including occasional weekend working, subject to time off in lieu.

The post holder is required to:

- Support the ethos, aims and objectives of Christianity, the Church of England and the diocese.
- Keep up to date with developments in their area of work.
- Participate in performance management and appraisal.
- Engage in training and continuous professional development activities.
- To work in a confidential and sensitive manner at all times.
- To maintain good relationships with immediate colleagues, other staff, volunteers and external contacts.
- To fully participate in the appraisal process.

This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.