



The Diocese of
Southwark

Property Development Surveyor

This is a unique opportunity to grow and develop your career. Bringing professional property expertise to support parishes and communities.



**Christ
Centred**

**Outward
Focused**



The Diocese of
Southwark

Diocesan Staff Purpose

To lead, enable, serve, support, and enable the mission of God as it is worked out in the parishes, deaneries, schools, and communities of the Diocese of Southwark.

Diocese of Southwark Job Description

Job Title:	Property Development Surveyor
Hours of work:	35 hours per week, Monday to Friday, 9am - 5pm
Location:	Trinity House, Borough High Street, SE1 1HW
Reporting To:	The Director of Property Services
Job Purpose:	<p>To act as the Diocese's subject expert on property development matters. The role-holder must have a strong blend of professional, administrative and personal qualities, particularly the ability to work constructively with a wide range of stakeholders, including clergy, consultants, contractors, churchwardens, other volunteers and statutory bodies. Particular emphasis is placed upon the role-holder operating efficient and effective financial management and forecasting in supporting PCCs in producing plans for their church and ancillary buildings.</p>

- to provide support to the parishes across the Diocese in improving and developing their church buildings and facilities to be fit for purpose for the needs of their ministry and mission; and
- to identify development opportunities across the Diocesan portfolio of properties and other assets.
- Other associated development and property management duties as may arise from time to time.

To be achieved through:

- reviewing the existing church buildings, parsonages, and other assets,
- making recommendations on how these buildings can be prepared for mission,
- overseeing the redevelopment of sites as appropriate.

Key relationships: The Diocesan Secretary
 The Archdeacons
 Bishop's Staff Team
 Senior Management Team

Main responsibilities:

The Property Development Surveyor is responsible reviewing the existing properties across the diocese, identifying priorities, formulating proposals and working with key partners in respect of any refurbishment, management or development proposals.

The day-to-day responsibilities of the post will be to:

- Provide technical surveying and co-ordinated professional advice, encouragement and practical support to parishes in the current and future management of parochial buildings and church land, with due regard to the Diocese's responsibilities as Diocesan authority whereby land and buildings cannot be sold or developed without the Diocese approval.
- Provide technical general practice and development advice in respect of the Diocese's estate and on agreed parish and Diocesan projects.
- Attending and/or chairing meetings as required including occasional attendance at evening meetings where appropriate.
- Manage agreed development and other projects and the reporting of progress as agreed.
- Provide support in relation to the acquisition and disposal of properties as and when agreed by the Director of Property Services and Diocesan Secretary.
- Commission as appropriate and oversee external advisers and consultants. Review reports, proposals and recommendations made.
- Ensure that all work is carried out with appropriate financial controls and reporting in place, all within agreed financial parameters.
- Ensure that relationships with advisers, suppliers and contractors are managed within the highest ethical standards, and in accordance with RICS professional standards and guidance and the Diocesan policies.
- Contribute towards the development and review of Diocesan policies and strategies relating to the property portfolio.
- Contribute to the building and maintaining of excellent working relationships with the users of the property department, particularly clergy, and to work collaboratively with other senior managers of the Diocese.
- Undertake other duties from time to time as directed and agreed with the Director of Property Services.

Safeguarding

The Diocese of Southwark is committed to the safeguarding of children, young people and adults and for many years this commitment has been at the heart of our work across the parishes.

All staff are expected to take part in relevant training, and to follow the relevant policies and procedures that will contribute to making the diocese a safe place for those in our parishes, schools and communities

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Confidentiality

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

Person Specification

Experience and qualifications	
RICS or CIOB (or equivalent body, such as RIBA) qualified (chartered building surveyor) with 3 years post qualification experience, with a requirement for continuing professional development	Knowledge of Statutory Compliance regulation, Planning and Building Regulation procedures, and experience of working in Listed Buildings, including an understanding of the related requirements of: <ul style="list-style-type: none"> • The Care of Churches and Ecclesiastical Jurisdiction Measure 1991 (amended 2015) (CCEJM 1991); • The Faculty Jurisdiction Rules 2015 (FJR 2015)
Knowledge of supervising, undertaking property inspections and assessing audits, and managing professional consultants	Awareness and understanding of techniques for planning, monitoring and measuring programmes and projects, including risk management
Experience of planning and decision-making processes within large and complex organisation	Knowledge of health and safety legislation affecting the built environment
Knowledge of cost estimating, negotiating tenders, financial monitoring and control	Ability to work with a diverse range of stakeholders from different disciplines and with differing viewpoints
Knowledge of preventative maintenance planning	Knowledge of procurement and contractual practises and procedures
Change management skills and the ability to promote good practice, deal with conflict and address any barriers or resistance to change	Change management skills and the ability to promote good practice, deal with conflict and address any barriers or resistance to change <i>Desirable</i>
Skills/Aptitudes	
Leadership and influencing skills, with the ability to bring order to complex situations and find innovative ways of solving or pre-empting problems	Ability to think strategically and act pragmatically; able to produce plans and tenaciously deliver results without losing sight of the strategic context
The ability to plan, advise upon and lead giving programmes	Ability to deal sensitively and diplomatically with a range of people
A car driver, or able to travel to all parishes within the Diocese <i>Desirable</i>	Good IT competency in Word, Excel and PowerPoint
Character and personal qualities	
A good understanding of the structure, breadth and dynamics of the Church of England	An ability to cope well with times of change and encourage others in the similar situations
A clear interest in supporting places of worship to be welcoming and attractive places for all ages.	A pro-active self-starter, but also happy to work as necessary under supervision and to the plans of others
Be self-motivated, with the ability to work well both independently and as part of a team	



The Diocese of
Southwark

TERMS AND CONDITIONS

Property Development Surveyor

Full time- 35 hours per week

Outline terms and conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be Trinity House, [although you may be required to visit churches around the Diocese. We currently allow some working from home with prior agreement of your head of department, of up to one day per week.

Salary

The post has the salary of £70,000 per annum including a car allowance of £3200 per annum.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

Full Time - 35 hours per week, Monday - Friday

There is flexibility between 7am and 7pm by agreement with your line manager.

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays.

The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Cycle to Work Scheme

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Employee Assistance Programme

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The Diocese of Southwark serves...

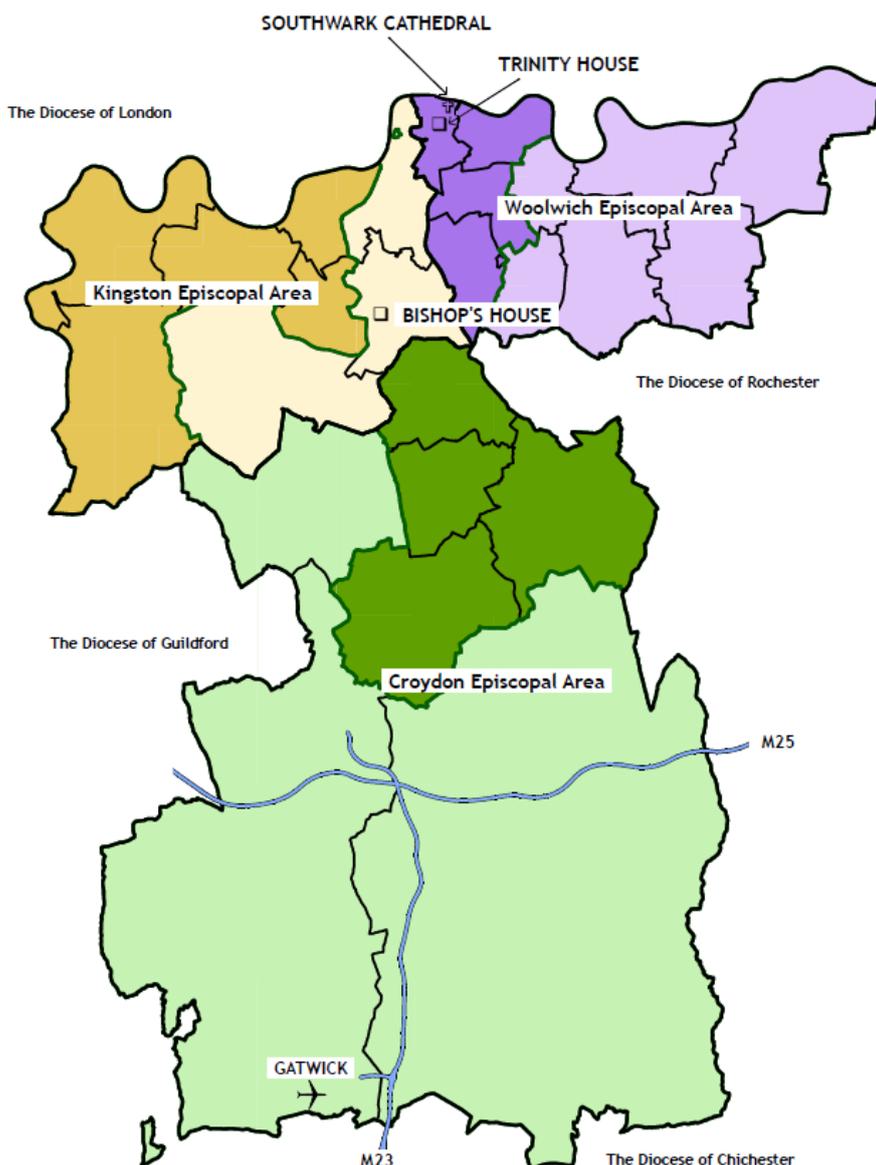


2.9 million people

in the **16** local authorities of South London and East Surrey

through **356** places of worship – a church of England presence in every community

and **103** church schools educating more than **37,000** young people



The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

Trinity House and the Area Offices

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

SOUTHWARK VISION 2024 – 2035

Christ Centred | Outward Focused

Southwark is a diverse and vibrant Diocese in so many ways, from the energy of the inner city to the beauty of the Surrey Hills. We are one of the largest Dioceses in the Church of England, serving the people of South London and East Surrey. We take joy in the distinctiveness and variety of God's gifts and people. You will find churches that offer welcome, care and dignity in Christ's name to their parishes; chaplains walking along side those in education, hospitals, and prison; and pioneering communities seeking to reach out and serve in new ways.

Our vision is founded on mutual commitment, speaking well of one another and walking together in the pilgrimage of faith. Supporting, encouraging, and resourcing each other in our common task, we seek to be a Diocese that is Christ centred and outward focused.

Our priorities are:



Parishes

We value all our parishes and are committed to enabling and serving them, so they can minister to the whole people of God in their local context.



Ministry

We will maintain the highest possible number of stipendiary clergy and grow our lay ministries. We will ensure that our parishes are served by well-resourced and well-supported clergy, including self-supporting ministers. We will continue to foster and grow our lay ministries including new pipelines for children and youth workers in ministry.



Growth

We will grow our existing churches, including revitalization initiatives, and establish new worshipping communities. We want to see our Diocese surpassing pre-pandemic levels of attendance in the next five years, to include mixed ecology of worship patterns Sunday to Saturday and grow a further 10% by 2035.



Youth & Diversity

We are committed to becoming a younger, more diverse Diocese. We wish to see our churches evolve to better reflect the communities in which they serve and the gifts of the whole people of God.



Deepening our discipleship

Christ is at the heart of our faith and we will only grow by being intentional about going deeper in our journey with him, replicating our learning and sharing our resources.



Healing

We will seek God's healing for our communities and our world. Christ's call for healing and reconciliation requires us to grapple with many of the issues that we face including safeguarding, social justice, racial justice and care for creation.



The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Vision and priorities. These are known under the banner of ‘Lead, Enable, serve’ and are summarised in the table that follows below.

<p>DIOCESAN STAFF PURPOSE</p> <p>To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.</p>
<p style="text-align: center;">DIOCESAN STAFF AIMS</p> <ul style="list-style-type: none">• To support our parishes and clergy so that they are energised, equipped, and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.• To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practice.• To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.• To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries.• To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.
<p>DIOCESAN STAFF VALUES</p> <ul style="list-style-type: none">• Effective Stewardship of resources• Collaborative Team Working• Respect for all• Transparent Accountability