



## Property Team

### Glebe, Property & Trusts Officer

£44,929 p.a.

The Church of England, with its network of parishes, is deeply woven into national life, enriching communities with a Christian presence. Geographically structured into 41 dioceses, each led by a Bishop, it reaches every corner of England.

The Diocese of York spans North and East Yorkshire, embracing York, Hull, Middlesbrough, Selby, two National Parks, and the stunning Yorkshire coast. We are a family of nearly 600 churches, 125 schools, and 442 parishes, guided by Archbishop Stephen Cottrell, with York Minster as our principal church.

We are revitalising our vision, pouring new energy into *Living Christ's Story*, and advancing strategic initiatives—deepening discipleship, extending our reach, growing missionary communities, and reshaping our finances and structures.

#### Property Team

The Diocese of York is a large diocese covering an area of over 2,600 square miles, and with three archdeaconries organised into 442 parishes. The Property team is responsible for clergy housing, glebe assets and parish trusts across this territory.

The operational property portfolio consists of around 255 properties including the Diocesan Office and our retreat centre at Wydale Hall, with a value in excess of £100 million, which are held to facilitate the deployment of clergy to provide ministry across the diocese. The team is responsible for asset management, property management, statutory compliance and care of occupants. The team also works with external partners on the estate management of the glebe portfolio of 3,000 acres, as well as administration and advice in relation to parish properties and trusts.

Based at Clifton Moor, York, the team is led by the Head of Property and comprises an Asset Surveyor, a Property Strategy Project Manager, a Property and Trusts Officer, and a Clergy Housing Officer with support from an administrator.

#### Glebe, Property and Trusts Officer

Reporting to the Head of Property (HoP), the post-holder supports the organisation on legal matters relating to land, property and trusts (in collaboration with the appointed legal advisors to the Diocesan Board of Finance) and has:

1. Day to day oversight of the work of the agents who manage the glebe land portfolio on behalf of the diocese. Working to agreed budgets and targets, the post-holder will work with agents to ensure the pro-active management of the land assets, valued at around £18m, and highlight potential investment and development opportunities.
2. Lead on the legal processes relating to property acquisitions and disposals in accordance with the evolving property strategy, (liaising with the appointed legal advisors to the Diocesan Board of Finance (DBF) ).

3. Supports other legal processes including, but not restricted to; leases, tenancies and licences; dispute resolution; restrictive covenants; and first registration.
4. To provide oversight and guidance around the ~£16m of custodian trusts investments and also sales of any property held as custodian by the DBF on behalf of the Parishes, ensuring such funds are used in line with restrictions and latest legislation.

The context for the work is a strategic and proactive approach to property and land in order to provide a responsive service which supports the needs of our parishes, and to make an important contribution to diocesan resourcing. Alongside providing a sound legal basis for this work, there will be an opportunity to contribute insight and know-how to the wider utilisation of the assets of the diocese and parishes.

### Job Description

- Provide support and advice to colleagues, Diocesan Board of Finance directors and Parishes (PCCs) / parish trustees on property and trust matters and, within the relevant areas of expertise, the impact of changes to the legislative framework.
- Work with the HoP, with reference to the Property Committee, to agree budgets for the glebe land portfolio, including details of forecast income and expenditure.
- Manage agreed targets and KPIs for the portfolio, including identifying potential investment and development opportunities.
- Assist the HoP in the creation and maintenance of the Capital Programme (and the property strategy).
- Provide support and advice to PCCs and parish trustees of property and investments held by the Diocese as custodian trustee and facilitate dealings with such property and that the use of such assets is in line with any restrictions or legislation.
- Implement policies and decisions around acquisitions, disposals, taking tenancies on behalf of the board, tenancy agreements and renewals, new regulations, boundary protection and rights of way.
- Manage the purchase and sale of property assets in accordance with Charity Rules, including houses and land assets; provide advice and support as required in relation to the sale of redundant churches and closed schools.
- Instruction of solicitors and contract management of agents' services to ensure the pro-active management of the assets, including appropriate levels of reporting.
- Assist in the resolution of occupancy issues including boundary disputes and rent arrears, working with the appointed agents and other members of the property team.
- Manage first registration and the oversight of restrictive covenants and wayleaves within the diocesan portfolio.
- Consideration of legal documentation and drafting of documents where appropriate.
- Responsibility for the management of records relating to the title to all property held by or vested in the Diocesan Board of Finance, including the storage of deeds.

- Support the work of the Property team, including in relation to the preparation of budgets and annual plans, compliance with audit processes and the maintenance of the property database and other records.
- Attendance at relevant meetings, and involvement in other diocesan initiatives, projects and working groups, drawing on the skills and gifts of the post-holder.
- To participate in the annual review process and appropriate continuing professional development, including participation in professional networks.
- Contribute to the wider work of the Diocese, as appropriate.

#### *Key Relationships*

- Head of Property and the Property Team
- Finance Team
- Archdeacons
- Chair of the Property Sub-Committee
- Diocesan Property Agents
- Church wardens, PCCs and their officers
- The Diocesan Registrar and the Solicitor to the DBF.

#### *Attendance at*

- Property Sub-Committee including taking the minutes of the meetings
- Regional Networking Events

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The post-holder may be asked to undertake any other relevant duties appropriate to the post and/or drawing on the skills and gifts of the post-holder. The job description may be amended over time, in consultation with the post-holder, in order to meet the needs of the Diocese.

## Person Specification

### *Essential*

1. Educated to degree level or equivalent, with a commitment to CPD.
2. Strong track record in an asset management role, including managing external agents and advisors, and setting and delivering to KPIs
3. Proven ability to research and interpret trust deeds, leases and other related legal documents.
4. Good working knowledge of the charitable, trustee sector.
5. Knowledge of relevant legislation and regulations.
6. Strong interpersonal skills and the ability to collaborate effectively with a range of stakeholders including senior colleagues and clergy.
7. Self-motivated and well-organised; able to work efficiently and to a high standard, and to achieve targets and meet deadlines under pressure.
8. Good written and verbal communications skills, including the ability to articulate complex information and key messages succinctly and sensitively.
9. A flexible, can-do attitude, and a practical approach to problem solving.
10. Competent IT skills, including Microsoft Office, and databases.
11. Empathy with the Christian faith, and able to work effectively within a Church of England context in support of its mission and ministry.

### *Desirable*

12. Relevant qualifications in property, trust or related areas of law.
13. An understanding of Church of England culture and structures, and how property management operates within them.

The post includes a requirement to travel to meetings throughout, and sometimes beyond, the Diocese when required, and to work flexibly outside of office hours as the needs of the post dictate.

## Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Head of Property
DBS Disclosure	A DBS check is required for this post
Probationary Period	Appointments are subject to a 6-month probationary period
Location	The post is based at the diocesan offices at Clifton Moor, York (flexible / hybrid working options are available)
Hours	The post is full-time. Our normal office hours are Monday to Friday, 9 am to 5 pm.
Salary	An appointment will be made at Grade 4: £44,929 per annum.
Pension	The YDBF offers a contributory pension scheme ("the Scheme") organised by the Church of England (the "Church") Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount (which includes a small payment to provide the life assurance element of the scheme).
Holidays	In addition to Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year.
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post. This is remunerated as the <i>lesser</i> of the two distances to the destination as measured from the postholder's home and from the Diocesan Office (currently 45p per mile for the first 10,000 miles). The full policy is available on request.

### *Non-contractual Benefits*

Flexible Working	We offer staff a range of options for working flexibly, including regular homeworking.
Employee Benefits	We provide free parking at our York office, and our other non-contractual benefits currently include eye care vouchers and a cycle to work scheme.
Pastoral Care	We have an Employee Assistance Programme, and our Diocesan Adviser and Coordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matter, providing or arranging counselling and / or mediation if required.