



The Diocese of
Southwark

Diocesan Building Surveyor



**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:	Diocesan Building Surveyor
Hours of work:	35 hours per week,
Salary:	£72,000 per annum plus a car allowance of £3,200 per annum
Location:	Trinity House, London Bridge Travel to properties throughout South London and East Surrey when required.
Reporting To:	The director of property services
Responsible for:	Building surveyor team

Background:

The Diocesan Building Surveyor plays a critical leadership role in the Property Department, and is the department's technical lead in building surveying. The department is responsible for the direct management and development of a substantial property portfolio of over 400 properties located mainly in South London and covering an area of 320 square miles.

In addition the department provides support and advice to its parishes (more than 330) in the management of their own buildings such as church halls and investment properties.

Job Purpose / Summary

The post holder leads the building surveying team and contributes to the ongoing development of the property services team and property strategy. They will be expected to:

- Ensure the surveying team's compliance with the diocesan policies and strategies relating to the property portfolio, including;
 - quinquennial reviews
 - party wall matters
 - condition surveys
 - technical report writing and recording of projects
 - inspections
 - ensuring the highest quality of technical building advice and decision making in the buying and selling of properties in the estate

- Ensure the provision of co-ordinated professional advice, and practical support to Archdeacons, staff and parishes in the current and future management, care and maintenance of Diocesan parsonages, and glebe and SDBF properties, and diocesan staffed offices, working with the Property Operations Manager to ensure a cohesive service
- To lead the provision of building surveyor advice and decision-making on agreed parish and diocesan projects.
- To 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.

Main responsibilities

- To lead, motivate and oversee the team of technical building surveyors, working collaboratively with other colleagues in the property services department
- To ensure that repairs and maintenance works are contracted with the most relevant contractors, overseeing tendering, inspecting work and providing robust feedback to contractors, including the monitoring of complaints.
- To ensure compliance with tendering, record-keeping and other diocesan policies and processes.
- To direct and oversee all aspects of the refurbishment and other vacancy works which occurs when a clergy house is in vacancy
- To be the building surveyor for all JCT projects, and lead any projects for the homes of Archdeacons and Area Bishops.
- To ensure the delivery of the Board's property obligations within the governance of the diocese and relevant legislation; to report regularly to the Director of Property Services
- To contribute to the decisions around vicarage selling, buying re-building through reviewing QSRs and making recommendations through providing advice on Local Authority planning issues and building regulations issues
- Including contributing to design bearing in mind Net zero aspirations and the intention of the diocese to respect the integrity of the environment
- To chair the bi-weekly vacancy meetings and ensure surveyors are working within the timescales and collaboratively with the residential property manager who coordinates the meetings
- To ensure surveyors inspect curates provision and manage the vacancy programme mindful of the fixed timescales for curate movements.
- To select, evaluate and monitor contractors and consultants in line with the policies, purpose and values of the Diocese, and ensure that legal requirements around insurance and health and safety are observed.
- To contribute to inter diocesan building surveyor conferences and forums where required or appropriate.

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

This post is subject to an occupational requirement that the postholder be a practising Christian under Part 1 of Schedule 9 of the Equality Act.

Experience and qualifications	
Professional building surveying qualification, preferably MRICS (building surveyor with significant demonstrable post qualification experience may be also be acceptable)	
Experience in planning, developing and implementing of programmes of planned maintenance, improvements and replacement of mainly domestic properties, with a high degree of management and budget control skills.	
Have a commercial approach to the management of property, but with an understanding and empathy for the pastoral needs of the clergy and parishes and recognising the need to develop, nurture and maintain sound working relationships both within the Diocese (e.g. clergy and parishes) and externally .	
Have a good working knowledge of modern and traditional methods of building construction as they relate to a varied property portfolio including historic buildings, possess the ability to design buildings and sound details (and/or produce design briefs) and be able to produce drawings, schedules and specification that have a high standard of presentation and accuracy.	
Be well versed in current Building Regulations and CDM Regulations	
Have specific experience of administering JCT Building Agreements, and site supervision of building works.	
Be able to communicate both orally and in writing with clarity and accuracy and have a good working knowledge of IT including CAD, Microsoft Excel, Word and Outlook Express. Familiarity with digital photography would be helpful.	
An understanding of the structure, breadth and dynamics of the Church of England - <i>desirable</i> .	
Skills/Aptitudes	
A car driver, or able to travel to all parishes within the Diocese	
An ability to develop, good relationships and work with representatives of the churches regardless of their church traditions	
The ability to plan, advise upon and lead giving programmes	
Good IT competency in MS office, particularly, Word and Excel	
Organised, able to work to tight deadlines and manage conflicting priorities	
Ability to deal sensitively and diplomatically with a range of people	
Ability to maintain a high level of confidentiality	
Character and personal qualities - <u>desirable</u>	
Membership of the Ecclesiastical Architects and Surveyors Association	Knowledge of the structures of the Church of England



The Diocese of
Southwark

TERMS AND CONDITIONS

Diocesan Building Surveyor

Full time.

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 a salary of £72,000 per annum plus a car allowance of £3,200 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. [Flexibility will be required for regular evening or out of hours meetings in order to fit in with the needs of the parishes. Time off in lieu, with prior approval of your line manager, will be granted.]

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. [Pro rata for part-time hours]

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...

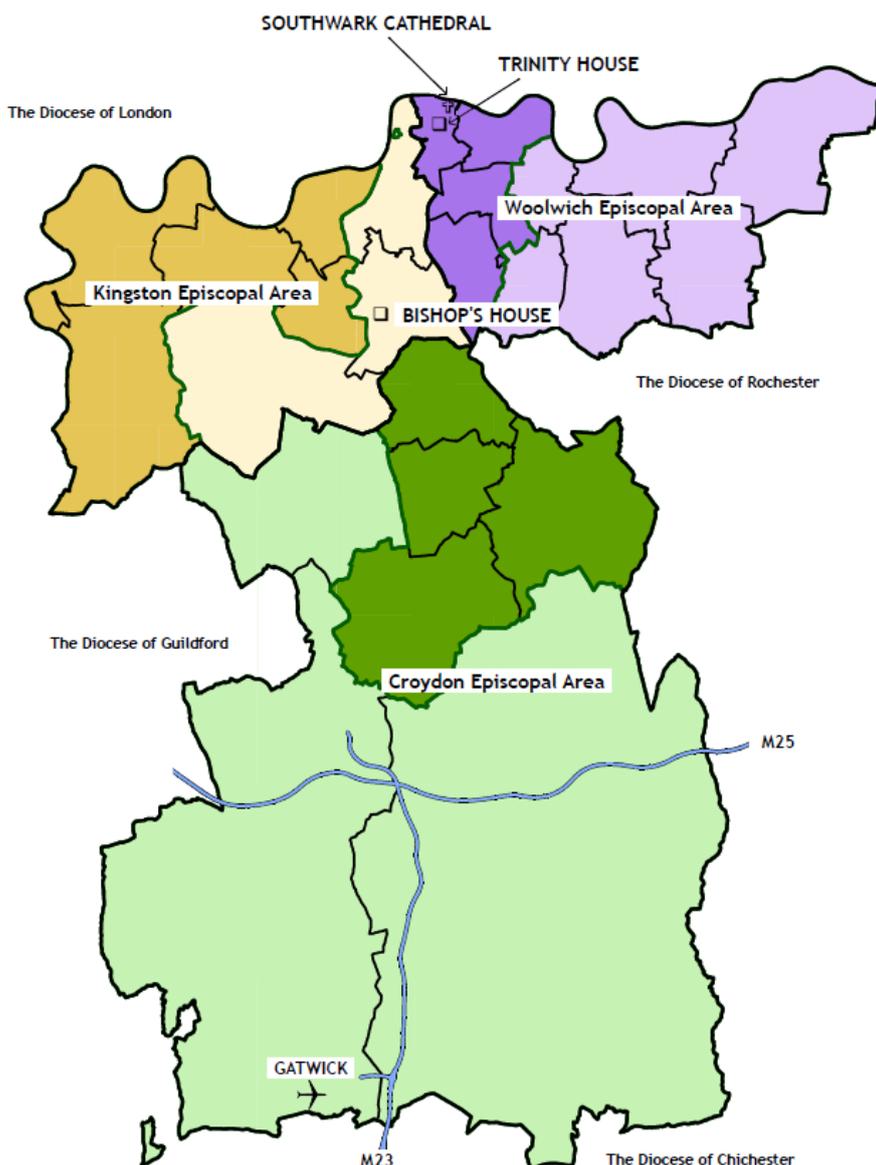


2.9 million people

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 style="text-align: center;">DIOCESAN STAFF PURPOSE</p> <p style="text-align: center;">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 style="text-align: center;">DIOCESAN STAFF VALUES</p> <ul style="list-style-type: none">• Effective Stewardship of resources• Collaborative Team Working• Respect for all• Transparent Accountability