

# SENIOR ASSET MANAGER

CHURCH COMMISSIONERS FOR ENGLAND –  
INVESTMENT DIVISION



CHURCH COMMISSIONERS *for* ENGLAND

<b>JOB TITLE:</b>	Senior Asset Manager – Development Delivery
<b>LOCATION:</b>	Church House, Great Smith Street, London, SW1P 3AZ
<b>ACCOUNTABLE TO:</b>	Team Lead – Strategic Land
<b>KEY RELATIONSHIPS:</b>	Members of Real Estate team, including Head of Real Estate, Deputy Head of Real Estate, Head of Land and Strategic Land and Farmland teams. More widely, the Commissioners’ investment division, Commissioners’ staff and external advisers.
<b>BACKGROUND:</b>	<p>The Church Commissioners for England is a statutory corporation that is a major financial institution managing over £11 billion assets for the Church of England and an administrative body with regulatory and quasi-judicial duties. It has representatives of Church and State on its governing body and is answerable to Parliament and the General Synod of the Church of England. Financial returns are used to support the mission and ministry of the Church of England.</p> <p>The Real Estate team is responsible for the Commissioners’ real estate investments which include farmland, strategic land, commercial, residential, timberland, infrastructure and indirect property investments.</p>
<b>JOB SUMMARY:</b>	<p>To assist the progression of circa 60 predominantly residential greenfield development opportunities across England within the Strategic Land portfolio (c. £350 million), with a focus on maximising value through planning, sale structuring and site delivery.</p> <p>The role will ensure schemes are viable and deliverable from the outset: overseeing site promotion through to outline planning permission and structuring optimal site disposal strategies. Working with the SL team, external agents and advisers, the role will inform planning strategy and involve the negotiation of commercial agreements (including land sales, building licence agreements and joint ventures).</p> <p>A key element of the role will be to oversee development delivery undertaken by our partners, ensuring compliance with contractual and planning obligations, with particular focus on infrastructure delivery and key value drivers.</p>

# MAIN DUTIES AND RESPONSIBILITIES

## IMPLEMENTING STRATEGY

- Proactive formulation and attentive implementation of strategies for the promotion of the Commissioners' strategic development sites, specifically considering development viability and deliverability in the context of infrastructure phasing and delivery strategies.
- Input into planning and technical work related to local plan promotions, development briefs, planning applications, appeals and public inquiries.
- Negotiating legal agreements with planning authorities, development partners, utilities providers, including (but not limited to) section 106 agreements, landowner/collaboration agreements, sale contracts and overage deeds.
- Assist colleagues in the assessment of the financial viability of development schemes, from inception through to on-site projects, and including new investment opportunities.

## GENERAL

- Represent and be an ambassador for the Commissioners at public events such as exhibitions, Council officer and member briefings, meetings with interest groups.
- Work collaboratively with colleagues, including the Property Finance team, to analyse and monitor portfolio performance and promotion budgets and accounts, with a focus on achieving value for

money.

- Promote a clear understanding, both internally and externally, of the Commissioners' charitable objectives, policies and strategy.

## MANAGEMENT

- Procurement of technical consultant team (engineering, project management & cost management) through the pre-planning and pre-contract stages
- Lead and main liaison with technical consultant team regarding engineering and technical matters
- Assist with individual site delivery strategies, including technical workstreams, phasing and budgets; act as client lead for the procurement of all technical surveys; obtain approval for consultant/contractor fee budgets; and sign off consultant/contractor appointments and associated warranties.
- Professional development of junior colleague(s), as required.

## REPORTING

- Assist with drafting high-quality written reports to the Portfolio Committee and Investment Committee for a variety of purposes including seeking approval for transactions and policy matters and providing progress updates relating to portfolio strategy and specific projects.

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- Documenting contractual obligations for us and our developer partners, monitoring our partners and providing reports on their progress.
  - Assisting with our annual portfolio valuation.

The main duties and responsibilities of your post are outlined in this job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time, and you will be expected to agree to any reasonable changes to your job description that are in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

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# PERSON SPECIFICATION

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## ESSENTIAL

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### KNOWLEDGE/EXPERIENCE:

- Experience of working at a senior level within one (or two) of the following sectors: development, consultancy or public planning.
- Experience of managing stakeholder relationships.
- Professional knowledge of the UK planning system at national and local levels.
- Direct experience of development delivery from a technical perspective.
- Delivery of results – as demonstrated through the ability to initiate action to resolve problems, overcome barriers and exploit opportunities.
- Direct experience in the preparation and use of financial appraisals

### SKILLS/ABILITIES:

- A commercial approach to planning and development processes.
- Clear and effective communicator with good report writing skills.
- Strong negotiating skills.
- Good IT skills.
- Ability to deliver results working to deadlines whilst managing a full workload.

### QUALIFICATIONS/TRAINING:

- RICS professional membership/relevant property or engineering qualification.

### PERSONAL ATTRIBUTES:

- Friendly, enthusiastic and professional.
- Consultative and collaborative team player.
- Self-motivated with initiative and the necessary drive to deliver results.

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## DESIRABLE

### KNOWLEDGE/EXPERIENCE:

- Direct experience of strategic land (residential) and/or infrastructure delivery.

### CIRCUMSTANCES:

- Some tasks may occasionally involve working out of normal office hours to meet deadlines.
- This role requires the post holder to undertake property inspections which may include overnight visits and regular travel, sometimes with no public transport.

# GENERAL INFORMATION

## WHO WE ARE AND OUR VALUES

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

## WE INCLUDE. YOU BELONG.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life.

We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

## STANDARDS OF BEHAVIOUR AND CONDUCT

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

## HEALTH AND SAFETY RESPONSIBILITIES

The NCIs take Health and Safety at work very seriously and require their staff to familiarise themselves with, and follow, their policy.

## CONFIDENTIALITY

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.

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## TERMS OF EMPLOYMENT

SALARY:	Salary & incentive scheme are competitive.
LOCATION:	Church House, London (currently Hybrid 2-3 days in the office)
HOURS OF DUTY:	Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch.
PENSION CONTRIBUTIONS:	Staff will be automatically enrolled in the Church Commissioners Pension Fund with AVIVA unless they choose to opt out.  The National Church Institutions have an income protection insurance arrangement.
PRIVATE HEALTH INSURANCE:	Staff have the option to enroll onto the AXA and Medicash private healthcare schemes.
ANNUAL LEAVE:	25 days paid leave per year. This is exclusive of 8 public holidays, 3 complimentary NCI days and any additional holidays approved by your employer.
SEASON TICKET LOAN:	Staff are eligible to apply for an interest free travel season ticket loan for their journey to and from work.
CONTRACT:	This post is offered as a permanent contract, subject to a six-month probationary period.

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Please contact **Sam Ferris** on **07849 067435** or email [Sam@urban-talent.co.uk](mailto:Sam@urban-talent.co.uk) for more information.