



Property Team

Property Surveyor, Housing

£42k to £44k, Full-Time (35h/w)

Fixed term for 2 years in the first instance

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.

The 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. Based at Clifton Moor, York, the team is led by the Head of Property and comprises a Property Surveyor, a Property Strategy Project Manager, a Property and Trusts Officer, a Clergy Housing Officer, and a Team Administrator.

The operational property portfolio consists of around 255 properties, including the Diocesan Office and our retreat centre at Wydale Hall, 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.

The Opportunity

We have an opportunity for a practitioner firmly grounded in domestic property management to be one of two Property Surveyors, in the Property Team on an initial two-year fixed-term contract. Reporting to the Head of Property, and liaising regularly with the existing Property Surveyor, you will be responsible for the day-to-day management of our operational properties in your area, including:

- Specification of works
- Contract management
- Planned and reactive maintenance

- Condition surveying

The role offers a wide range of responsibilities and opportunities to engage with all aspects of managing a varied property and land estate. You will bring insight and know-how based on a proven track record as a surveyor.

You will be a member of the Royal Institute of Chartered Surveyors or similar – or working towards it – and combine knowledge of legislation and regulations and a safety qualification with strong interpersonal and problem-solving skills.

You will be based at our modern, open-plan office in York (free parking available), and we now offer a range of flexible working and hybrid working options. We provide a good salary, holiday and pension package, together with other benefits including an Employee Assistance Programme and a Cycle to Work scheme. Most importantly, we offer the opportunity to play a part in an organisation at the heart of spiritual and community life in the region.

Job Description

- Ensure the provision of suitable housing for clergy, through agreed schemes of improvement. Typically, vacancy refurbishment programmes from inception to completion, including acting as Principal Designer.
- Undertake periodic inspections of properties, including Quinquennial Inspections in accordance with the Repair of Benefices Buildings Measure 1972.
- Identify and specify repair and maintenance projects and provide indicative costings.
- Develop and deliver an ongoing planned maintenance programme for the operational property portfolio.
- Support the work of the Property Team, including in relation to the preparation of budgets and annual plans, and the maintenance of the property database and other records.
- Be responsible for procurement, within limits of authorisation and financial procedures, for repair and maintenance projects.
- Undertake project management as applicable, and the management and monitoring of the approved lists of contractors.
- Provide asset management support as required in relation to other diocesan property.
- Ensure works are undertaken in a timely and cost-effective manner.
- Identify and liaise with sources of grants and other third-party support.
- Provide advice to parishes on the maintenance of their non-ecclesiastical buildings.
- 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, Senior Glebe Officer, Clergy Housing Co-ordinator, and colleagues in the Property team and Finance team
- Archdeacons
- Parochial Clergy
- Contractors and Suppliers

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. The job description may be amended over time, in consultation with the post holder to meet the needs of the Diocese.

Person Specification

Essential

1. Educated to degree level or equivalent.
2. Member of the Royal Institution of Chartered Surveyors, Chartered Institute of Building or similar – or working towards - with at least two years' post-qualification experience and a commitment to CPD.
3. Proven track record in property surveying and asset management, particularly in relation to domestic properties.
4. Proven track record in contract management.
5. Knowledge of relevant legislation and regulations.
6. An appropriate level of safety qualification.
7. Strong interpersonal skills and the ability to collaborate effectively with a range of stakeholders including senior colleagues and clergy.
8. Self-motivated and well-organised; able to work efficiently and to a high standard, and to achieve targets and meet deadlines under pressure.
9. Good written and verbal communications skills, including the ability to articulate complex information and key messages succinctly and sensitively.
10. A flexible, can-do attitude, and a practical approach to problem solving.
11. Good IT skills, including Microsoft Office, databases, and an electronic diary system.
12. Empathy with the Christian faith, and able to work effectively within a Church of England context in support of its mission and ministry.

Desirable

13. Some understanding of Church of England culture and structures.
14. An understanding of carbon net-zero, particularly as it relates to property.

The post includes a requirement to be able to travel independently 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 office at Clifton Moor, York (flexible/ hybrid working options are available).
Hours	<p>The post is full-time, 35 hours per week.</p> <p>The post holder will be required from time to time to attend meetings outside normal working hours subject to time in lieu. Many of the duties require travel within the Diocese of York, and on occasions, elsewhere in England.</p>
Salary	Starting salary will be around £42,200 to £44,200, depending on experience.
Pension	The YDBF offers a contributory pension scheme organised by the Church of England 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

Employee Benefits	We provide free parking, and non-contractual benefits currently offered include eye care vouchers and a cycle to work scheme.
Flexible Working	We offer staff a range of options for working flexibly, including regular homeworking.
Wellbeing	We provide a comprehensive Employee Assistance Programme. Our Diocesan Adviser and Coordinator of Pastoral Care offers the space to

talk through pastoral, professional or personal matters and can provide or arrange counselling and/or mediation if required.