



The Diocese of  
**Southwark**

# Building Surveyor

We are seeking an experienced Building Surveyor to join our dynamic Property Department, managing a diverse portfolio of around 400 properties, including residential, rental, and historic buildings across South London, Surrey, and Kent. This is a key role in delivering high-quality maintenance, repair, and strategic property management.



**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

<b>Job Title:</b>	Building Surveyor
<b>Hours of work:</b>	35 hours per week   Monday - Friday 9am to 5pm
<b>Salary:</b>	£60,000 - £65,000 per annum plus £3,200 car allowance
<b>Location:</b>	Trinity House, Borough High Street, SE1 1HW
<b>Reporting To:</b>	Director of Property Services

### Background:

The Property Department, is responsible for the direct management and development of a substantial property portfolio of around 400 properties located mainly in South London and East Surrey, covering an area of 320 square miles. The properties are mainly residential dwellings occupied by clergy but also include rental properties and also some redundant churches (current churches are handled by another department).

In addition the department provides support and advice to its parishes (more than 300) in the management of their own buildings such as church halls.

This is a key role in providing technical surveying expertise to enable the diocese to effectively management and maintain its property portfolio.

### Job purpose

The postholder will be part of the team responsible for providing an efficient and effective maintenance and management of all Diocesan Property. This will involve, undertaking all work to a high standard of presentation.

The postholder will have responsibility for designated portfolios of properties and delivery of projects. This may include:

- Managing the implementation of vacancy works for properties, ensuring that the properties are available for new clergy to carry out their mission and ministry in their parishes. This will involve working closely with Archdeacons, developing good working relationships, and delivering the stated standards of the property department.

- The postholder will work in a way that will ensure that the delivery of the repair and maintenance service for all property has a customer focus, and that the values of the diocese for transparent accountability, and effective stewardship of its resources, are upheld at all times.

### **Duties and Responsibilities**

- Carrying out site and structural inspections; analysing building defects; determining causes; reporting; and specifying and supervising appropriate action.
- Preparing measured and construction drawings (plans, elevations, sections and large scale details) for maintenance, repair, and refurbishment purposes.
- Writing schedules, specifications and obtaining tenders; assessing the ability of contractors and encouraging rising standards of performance; instructing contractors, supervising building works and authorising payment; preparing, when appropriate, costs in use analyses and detailed technical papers for committees.
- Advising from time to time on the law of property and planning; lodging building regulation and planning applications and negotiating with local authorities to deliver consents.
- Undertaking small scale land surveys to facilitate building design and establishing the position of boundaries.
- Undertaking work within the parameters of the repair of benefice buildings measure 1972.
- Assisting in devising, developing and implementing strategic policies for the effective management of diocesan properties. This will include assisting with the modernisation of the departmental procedures and processes, for example the development of stock condition surveys for the whole estate, coordination and implementation of 10 year maintenance plans, and the implementation and population of a property management system.
- Negotiating claims with loss adjustors, statutory authorities and exercising a client function with consultants.
- Acting upon telephone reports and organising jobbing repairs as and when defects arise.
- Ensuring that the diocese complies with the relevant statutes, statutory instruments, and ecclesiastical measures, including all relevant health and safety legislation.
- Ensuring that proper file and inspection records and photographs are kept on the server and records are updated.
- Acting on behalf of the diocese and parishes in party wall matters.
- Provide building surveying and/or professional advice to parishes from time to time, including attending meetings with parishes to advise on integrated development opportunities.
- Inspection and preparation of quinquennial inspection surveys and building reinstatement valuations when required.
- Deputise for the diocesan building surveyor when required, including occasional attendance at evening meetings if required.

- 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.
- Ensure that relationships with advisers, suppliers and contractors are managed within the highest ethical standards, and in accordance with RICS professional requirements and the Diocesan Business Ethics policy.

## **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.

Essential	Desirable
<b>Experience and qualifications</b>	
Be a member of the Royal Institution of Chartered Surveyors having qualified as a Chartered Building Surveyor with demonstrable post qualification experience.	
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 be able to produce drawings and documents that have a high standard of presentation and accuracy.	
Be versed in the Law of Property and Planning Law.	
Possess experience in exercising cost controls.	
Be fully familiar with the current Building Regulations and CDM Regulations.	
Administration of JCT Building Agreements	
<b>Skills/Aptitudes</b>	
Own a vehicle and be prepared to use it in the course of everyday work. (A car allowance and expenses will be paid.)	
Be able to work as a team member integrated within a small team comprising property administrators, surveyors, clerk of works and secretarial staff.	
Be able to communicate with clarity and accuracy, especially direct communication with clients and other consultants	
The aptitude to understand finances, budgeting and budget management	
Good IT competency in Microsoft office programmes, including outlook.	
Be able to work under pressure and possess diplomatic skills.	
Hold a full 'clean' driving licence and be willing to travel extensively across the Diocese.	
<b>Character and personal qualities</b>	
Demonstrate the ability to exercise with others, particularly in regard to property matters, a pastoral ministry amongst Diocesan clergy and lay workers.	
Work with all other members of the Diocesan Staff to assist them, where appropriate, in carrying out their tasks and duties	
Organised, able to work to tight deadlines and manage conflicting priorities	
Be able to develop, nurture and maintain sound working relationships with Bishops, clergy and parishes to support the work of the Church throughout the diocese.	
Knowledge of the structures of the Church of England would be an advantage	



The Diocese of  
**Southwark**

## TERMS AND CONDITIONS

### **Building Surveyor**

Full-time position

### **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 £60,000 - £65,000 per annum plus £3,200 car allowance dependent on previous experience.

#### **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...

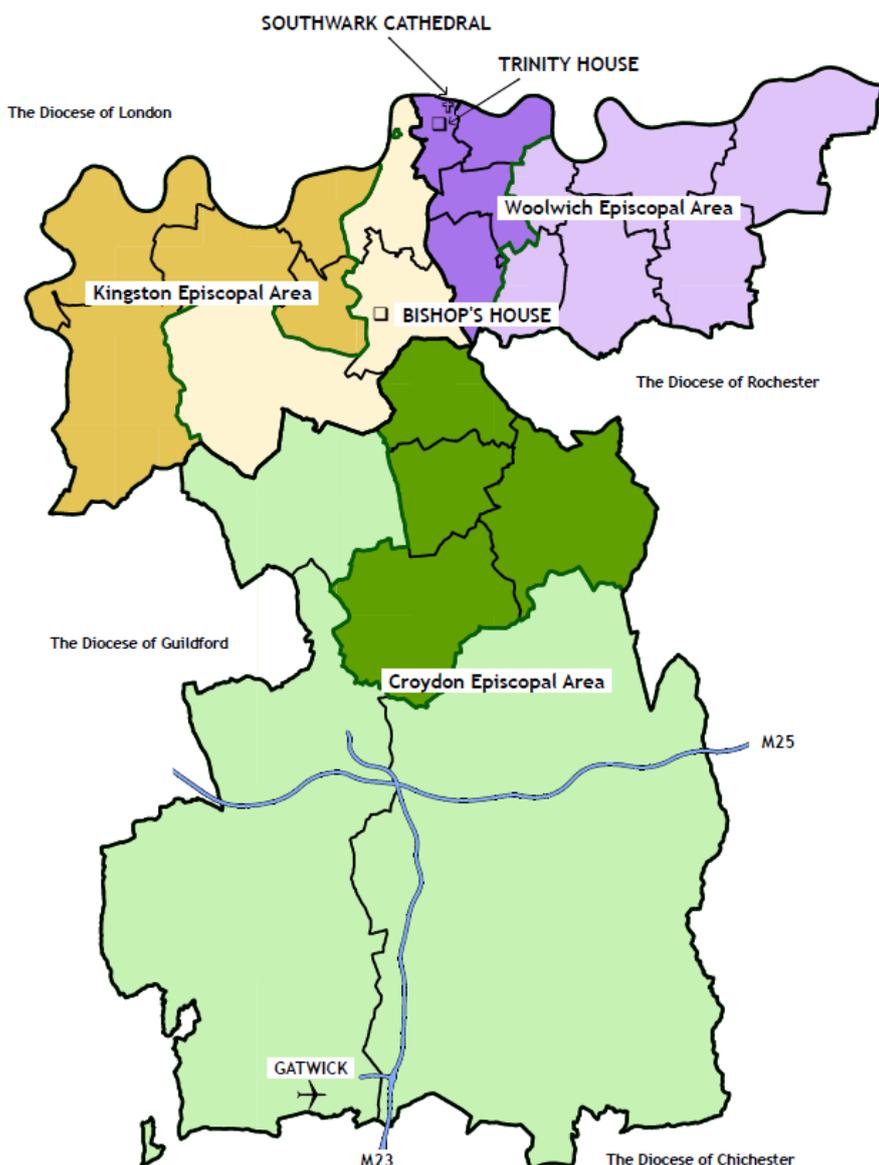
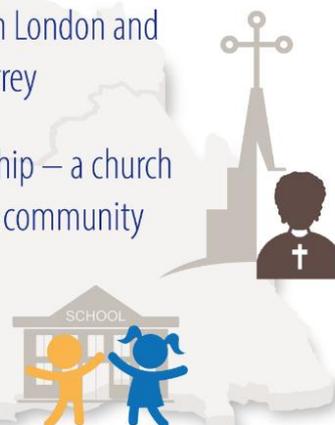


**2.9 million** people

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><b>DIOCESAN STAFF PURPOSE</b></p> <p><b>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.</b></p>
<p style="text-align: center;"><b>DIOCESAN STAFF AIMS</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practice.</li><li>• To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.</li><li>• To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries.</li><li>• 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.</li></ul>
<p><b>DIOCESAN STAFF VALUES</b></p> <ul style="list-style-type: none"><li>• Effective Stewardship of resources</li><li>• Collaborative Team Working</li><li>• Respect for all</li><li>• Transparent Accountability</li></ul>