



Head of Property and Diocesan Surveyor

Property team

With its network of parishes covering the country, the Church of England plays an active role in national life, bringing an important Christian dimension to the nation, as well as strengthening community life. The Church of England is arranged geographically into 41 Dioceses, each under the care of a Bishop, and covers every part of England.

The Diocese of York takes in much of North and East Yorkshire, an area which includes the cities of York and Hull; towns such as Middlesbrough and Selby; rural areas including the North Yorkshire Moors National Park; and the incomparable Yorkshire coast. We are led and guided by the Archbishop of York, Stephen Cottrell.

Together, we strive to be a people who are “Living Christ’s Story”. We are developing and delivering strategic programmes focused on our goals: *Becoming* more like Christ; *Reaching* those we currently don’t; *Growing* churches of missionary disciples; and *Transforming* our finances and structures. We want to be a simpler, bolder, humbler church, which in its diversity reflects the communities it serves. The Property team are engaged in supporting this work.

Property Team

Our Diocesan Office is located at Clifton Moor on the northern edge of York. The teams operating from here provide a range of services aimed at supporting the mission and ministry of our churches, parishes and schools. Our property team is a fundamental part of this, playing a key role in the support of the clergy who are at the heart of our work.

The Property team is responsible for clergy housing, glebe assets and parish trusts across this Diocese. The operational property portfolio consists of around 260 properties, with a value in excess of £90 million, which are held to facilitate the deployment of clergy providing ministry across the diocese. It also includes our modern office building and a grade II listed Retreat House (Wydale Hall) near Scarborough. 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 providing administration and advice in relation to parish properties and trusts.

Key relationships for the Head of Property include our three Archdeacons, who form part of the Archbishop’s leadership team for the diocese. Archdeacons play an important role in the deployment of clergy, and accordingly take a special interest in clergy housing. Relationships with the Diocesan Board of Finance, and its Property sub-committee, are also very important to the role.

The team is led by the Head of Property, and comprises an Operational Property Surveyor, Clergy Housing Coordinator, Senior Glebe and Trusts Officer, and a part-time Administrator.

Head of Property (Diocesan Surveyor)

Reporting to the Director of Finance, the Head of Property is a senior role which includes accountability for the operational and investment (glebe) portfolios – identifying strategic opportunities, overseeing larger capital projects, and ensuring legal and regulatory compliance, including health and safety. The post-holder is accountable for the budget and has functional and line management responsibility for the Property team.

The role is an opportunity to bring energy, insight and direction to this important area of our resourcing; to continue to develop our operations in this area alongside robust systems and processes.

You will be adept at managing a portfolio, with flexibility to cope with changing demands, whilst still within budget, achieving best value from external partners, and at managing and developing a team.

Although the post does not require a practicing Christian or someone from a church background, you will have a real empathy for what we are working for, and a desire to contribute skills and know-how to furthering our mission. This is a full-time post, with options available around flexible / hybrid working.

Job Description

Pro-active development and management of the Operational and Investment property portfolios.

- Develop and implement appropriate strategies for both portfolios within the context of the diocesan investment strategy and budget requirements.
- Advise on key opportunities to realise additional income from the portfolio.
- Explore the development opportunities over the Glebe Estate, in order to maximise its value.
- Further develop, in collaboration with Archdeacons, strategic property related plans for each archdeaconry, including forecasting costs, highlighting opportunities, and offering proposals to manage emerging issues.
- Further develop revenue budgets and capital plans covering a 1-5 year horizon, in the context of the Diocesan strategic plan, alongside systems of monitoring and control.
- Keep project management processes under review to ensure that they are supporting good governance, providing appropriate visibility to senior management and ensuring timely and cost effective project delivery,
- Be accountable for the process of acquisition and disposal of operational and investment properties.
- Consider the needs of the portfolio as part of the Diocesan overall Net Carbon Zero planning, as funding allows.

Leading the team in the following area:

- Be accountable for the property and asset management service provided by the Diocese.
- Work closely and as flexibly as possible with the Archdeacons to plan the work and deadlines required to accommodate clergy house moves, within the budget.
- Ensure properties are managed within the context of relevant legislation, ecclesiastical and charity commission regulations, insurance terms, and in a manner that is consistent with our ethos, developing and updating appropriate policies and procedures as necessary.
- Ensure the delivery of obligations relating to clergy housing, assisting the Operational Property Surveyor with surveys as required.
- Be accountable for the resolution of occupancy issues as might arise from time to time.
- During ministry vacancies, ensure properties are rented out where possible.
- Provide robust and professional management of the relationships with the external managers of the diocesan Glebe portfolio.
- Ensure effective contract management of relationships with contractors and other suppliers, keeping these relationships under review and to deliver best value.
- Provide advice and asset management services, as required, in relation to other diocesan properties, including diocesan office, Wydale Hall retreat centre, and redundant churches.
- Ensure advice and support is provided for PCCs in relation to land and property matters affecting the parishes.
- Ensure the maintenance of a property database and other records as required.

Leadership of the Property team

- Lead and manage the Property team in a professional and effective manner in accordance with diocesan core standards.
- To participate in the annual review process and appropriate continuing professional development, including participation in professional networks.

General

- Responsible for health and safety for the York Diocesan Board of Finance.
- Be responsible, in consultation with the Chair, for agreeing the agenda, papers and minutes for the Property Committee.
- Attendance at other various meetings including finance subcommittee, Mission and Pastoral and the Diocesan Board of Finance.
- Contribute to the wider work of the Diocese, as appropriate.

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.
2. Registered under the Architects Act 1997 or a corporate member of the Chartered Institute of Building or the Royal Institution of Chartered Surveyors or similar, with at least five years' post-qualification experience and a commitment to CPD.
3. Strong track record managing a diverse property portfolio, with a focus on strategic asset management.
4. Proven ability to identify, evaluate and deliver development and investment opportunities.
5. Proven ability to manage projects, ensuring completion of projects on programme and budget.
6. Ability to manage external advisors and ensure services received are of the highest professional quality, represent best value, and meet the needs of the diocese.
7. Strong influencing skills and the ability to collaborate effectively with a range of stakeholders including senior colleagues and clergy.
8. Good management skills and the ability to develop teams and individuals.
9. Good written and verbal communications skills, including the ability to write reports and financially comprehensive business case documents.
10. A flexible, can-do approach and a practical approach to problem solving.
11. Good IT skills, including Microsoft Office and Databases.
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, and how property management operates within them.
14. Health & safety qualification

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	Director of Finance
DBS Disclosure	A basic DBS check may be 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, see below)
Hours	<p>The post is full-time, 35 hours contracted hours per week. Our normal working hours are Monday to Friday 9am to 5pm although as a senior member of the team, there is an expectation of flexibility of the post-holder, including attending meetings outside normal working hours from time to time.</p> <p>Many of the duties require travel within the Diocese of York, and on occasions, elsewhere in England.</p>
Salary	The post is Grade 2. Salary level c£60,000, depending on experience.
Pension	The YDBF offers a generous contributory pension scheme organised by the Church of England Pensions Board. For each 1% of contribution paid by the employee (from a minimum of 3%, up to a maximum of 7%), the employer will pay a contribution equivalent to double the amount (which includes payment towards the life assurance scheme).
Holidays	In addition to the eight 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 (currently 45p per mile for the first 10,000 miles)

Non-contractual Benefits

Employee Benefits	We provide free parking, and non-contractual benefits currently offered to 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, subject to the operational requirements associated with a particular role.
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.