**Job Description and Person Specification of the Head of Property**

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| **Job Title** | Head of Property |
| **Contract** | Permanent |
| **Salary** | Band F £50,242 - £57,778 DoE |
| **Hours** | 35 |
| **Primary Staff Team** | Property Services |
| **Reports to** | Diocesan Secretary |

**Job Purpose**The effective management of property and land assets is essential for the Diocese of Canterbury in supporting its mission. The post holder will lead on the management and maintenance of our clergy housing estate and strategic management of our property assets. You will be supported in post through collaboration with external advisors and engagement with the Diocese's officers, boards and committees.

**Housing Management and Strategic Development**:

Oue property assets encompass operational and investment properties, almost all of which consist of ministry housing stock and a small amount of Glebe Land. Assets include circa 170 parsonage houses, the majority of which are occupied by clergy. A minority of the stock (around 50 properties) which are intended for ministry but not currently used, generate substantial rental income.

**Responsibilities:**

* Overseeing the management of the dioceses housing and glebe estate involving maintenance, planned enhancements, and transactions to ensure suitable clergy accommodations and optimise rental income.
* Offering support to parishes and protecting their interests by advising on decision making concerning their buildings, with a particular focus on enhancing utilization and value, especially for church halls.
* Maximizing income and capital returns from assets, including property development on investment land and buildings.
* Contributing strategically and practically to the Diocese's commitment to achieving net zero carbon emissions through property and land-related initiatives.

**Property Services Team**

**Key Responsibilities**

**Management of Property Portfolio**

* Manage the Property Services Team in overseeing the management of all clergy and other housing within the Diocese with a particular focus on maintenance and improvements within agreed timeframes and budgets.
* Liaise with Archdeacons and Bishop’s Office on clergy deployment and housing requirements undertaking strategic pipeline planning for current and future need.
* Lead the operation of diocesan investment property including the management, sale, purchase and development of Glebe Land and housing stock as required.
* Work alongside the Net-Zero Programme Manager to oversee the management of the programme of improvement works to DBF property and land holdings in relation to the Diocese’s Net Zero Carbon Action Plan, including engagement with national and regional bodies.
* Manage and supervise the diocesan conveyancing and legal engagement in relation to buildings and land held including issuing instructions to professional advisers
* Partner with the People Services and Operations team in overseeing hard facilities management at Diocesan House with regards to external and structural building maintenance and development.

**Income generation, budget and property development:**

* Provide strategic leadership in partnership with the diocese property advisory group to identify suitable properties for re-development and overseeing the associated planning approvals in liaison with contractors, agents and advisors.
* Lead on the maximisation of diocesan commercial property opportunities by:
  + Ensuring properties not occupied for ministry purposes are leased as soon as possible in order to meet and exceed income targets.
  + Managing property sales and purchases to ensure maximum return on investment and value for money.
* Manage the property budget, taking part in budget reviews and setting in partnership with the Director of Finance and Finance and Assets Committee.

**Supporting Parishes**

* Represent, protect and advance the property interests of our parishes by partnering with them to provide of high-level advice on the effective management of property matters particularly in cases where the Diocese acts as custodian trustee on their behalf.
* Support PCCs in their engagement of professional advisers.
* Collaborate with the Schools Officer (Organisation and Estates) on relevant workstreams where required.

**Management and leadership:**

* As manager of the Property Services Team, actively participate as a key member of Diocesan Office and Senior Management Team (SMT), Diocesan Finance & Assets Committee and Property Advisory Group.
* Attend other Diocesan meetings when required whilst ensuring that the Diocesan Secretary is briefed and kept up to date on any property issues that may impact on Senior Management/Episcopal Staff Team with regards to financial risk, reputational risk and regulatory compliance.

*This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes including the team context may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.*

**Contact with others**

**Internal** All departments of Diocesan House, the Bishop’s Office, Archdeacons, Archbishop’s Council, Finance and Assets Committee, Property Advisory Groups, Episcopal Staff Team, Diocesan Synod.

**External** All diocesan Parishes, Clergy and Deaneries, Legal advisors, land agents, estate agents, Diocesan Auditors, National Church Institutions.

**Person Specification**

**Essential**

* MRICS qualification or equivalent.
* Experience of working in the property sector in roles such as as a surveyor.
* Experience in asset management, residential property management and landlord and tenant relations.
* Demonstrable experience of procuring and supervising contractors in delivery of property related projects and services.
* Proven leadership experience including strategic property development and resource planning.
* Experience of planning, managing and reviewing substantial budgets and exercising strict financial controls in a property environment.
* A track record of driving maximum return from property and/or land assets, including experience of property disposals and purchases.
* Understanding of Property Law.
* Excellent communication skills, both written and verbal, with experience and expertise in communicating effectively and influencing a range of stakeholders with different backgrounds and skills in different ways (from board level papers / presentations to presentations for PCCs).
* Project management skills from inception to completion within budgetary restraints.
* Sympathetic to the overall Christian mission of the Church of England including the Diocese of Canterbury encompassing its schools, church communities and buildings.
* Prepared and able to travel regularly throughout the Diocese.
* Right to Work in the United Kingdom.

**Desirable:**

* Previous experience with Charities or Not-for-Profit organisations is desirable but not essential.
* An understanding of ecclesiastical law.

**Equalities and Diversity**

We aim to create a workforce that:

* values difference in others and respects the dignity and worth of each individual.
* reflects the diversity of the nation that the Church of England exists to serve.
* fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential whatever their circumstances.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, those we serve and other persons with whom we help and support are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

**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.

**Safeguarding**

All employees are required to adhere to legislation, guidance and recognised good practice in all aspects of Diocesan Safeguarding Policy <https://www.canterburydiocese.org/safeguarding>

If required by the post, the Post holder must have an up-to-date satisfactory Disclosure and Barring Service (DBS) clearance and undertake an appropriate level of Safeguarding Training. Failure to comply with the above or keep your training updated may delay your employment starting, or may trigger a disciplinary process and / or dismissal.

**Circumstances**

The successful candidate may need to work very occasionally on evenings and some weekends but would accrue time off in lieu.  
The post holder will be required to travel across the Diocese for meetings, so the ability to travel to remote locations and work flexibly is a necessity.

**Data Protection and Security of Information**

The Post holder must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by Diocesan House and the Diocese.

The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Diocesan House records and information.

**Health and Safety**

The Post holder must carry out their duties with full regard to the Diocesan Employee Handbook, including Equal Opportunities and Health & Safety.

**4. Contract, Salary and Benefits**

* Band F – £50,242-£57,778 DOE
* Permanent contract.
* 35-hour week.
* Up to 15% employer pensions contribution.
* Generous life insurance.
* 24 days annual leave + Christmas closure.
* Birthday Leave
* Wellbeing day per annum
* Central Canterbury location with free parking.

A group of people in a church

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**5. Timeline, Application Process and How to apply**

**Timeline**

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| **Dates** | **Activity** |
| Sunday 7 July, 11:59pm | Applications close. |
| Monday 8 July | Shortlisting |
| Thursday 18 July | Diocese of Canterbury interviews. |

**Application Process**

**How to apply**

To apply for this position, please complete the three steps below, submitting your application via our recruitment portal here: <https://hr.breathehr.com/v/head-of-property-34980>

1. Your CV and covering letter in a single MS Word document which cover the following points:

* Your reasons as to why you would consider yourself suitable for this role, and why you are interested in the role.
* Your current remunerations details and notice period and the name, job title, organisation, email address and mobile number of two professional referees. (Please note referees will not be approached without your prior permission).
* Please keep the letter to a maximum of three pages in total.

Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact Michael Keeler-Walker on 01227 459401 if you have any queries.