



# The Diocese of Southwark

## Property Development Administration Coordinator

### Job Information Pack

*Closing date: Wednesday 11<sup>th</sup> January 2023*





The Diocese of  
**Southwark**

22 December 2022

Dear Applicant,

I am delighted that you have shown an interest in the role of Property Development Administration Coordinator with the Diocese of Southwark.

This information pack provides an outline of the role, the skills and experience that we are looking for, plus some further background to the post and the Diocese. It's an important role within our property team, and if this is a role that excites you and you believe that you have the necessary skills, experience and energy, we would very much like to hear from you.

This information pack provides an outline of the role, the skills and experience that we are looking for, plus some further background to the Diocese.

Please explore our website to discover more about what we do. <https://southwark.anglican.org/>

With best wishes

Ruth Martin (Lay Canon)  
Diocesan Secretary



## 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

### JOB DESCRIPTION

**Job Title:** Property Development Administration Coordinator

**Department:** Property Services Department

**Salary:** £35,000 per annum

**Hours of work:** Full Time

**Reports to:** Director of Property Services

**Other Key Relationships:**

The Diocesan Secretary  
Property Development Surveyor  
Diocesan Building Surveyor  
Residential Property Manager  
Diocesan property legal advisers  
Director of Finance and Financial Assets  
Deputy Diocesan Secretary

### Background to the role

The Diocese of Southwark is the collective name for the Church of England in South London and East Surrey, with over 300 churches structured around traditional parishes and with whom the diocesan office works closely, and 250 full time clergy most of which live in diocesan provided residential housing.

The Church has its own legal structures, expressed in Ecclesiastical law, which have been approved by Parliament. These structures are implemented by reference to formal legal Measures and, as the Church of England must also comply with Company Law and Charity law, can appear complex.

The Property Services department provides a critical function in ensuring that ministers are housed in fit-for-purpose housing. This means that each year there are houses bought and sold, sometimes subdivided and sometimes subject to considerable refurbishment, and occasionally a new house is built. For example, a parish may wish to develop some of its land and will seek to see if the Diocese will be a partner in the development of a new vicarage to accommodate a minister and their household. In addition, Property Services deals with enquiries from parishes about land and property owned directly by the parish itself, and not by the Diocese - although if this land or property is to be leased or sold, then the Diocese has a formal role in ensuring the best possible commercial value is achieved for the parish.

### Purpose of the Role

The will co-ordinate the administration involved in the development, buying, selling and major renovation of Diocesan owned residential property and parish owned property, such as church halls, and Diocesan or parish owned land. The role holder will also play an important part in the delivery of the carbon net Zero action plan for property in parishes and the diocesan held assets.

A key aspect of this role is the support to and collaboration with a wide range of internal and external surveyors and other advisers in dealing with property development of different kinds for either parishes or Diocese.

### **Location**

The Property Services Department is located in Trinity House, the Diocesan Offices near to London Bridge. This highly collaborative role will be based in the office.

### **Main Duties include:**

- Providing the administration and coordinating the process in the buying and selling of diocesan land or residential property, including liaising with the Development Surveyor and Director of Property Services in the choice of external agents or auctioneers, choice of external surveyors for the QSR for recommendation to the Diocesan Secretary, liaising with the Director of Finance and Financial Assets in the buying and selling process, liaising with the Diocesan legal advisers on property as needed.
- Responding to initial queries from parishes about potential land or parish land development, lease arrangements for church halls, queries regarding other parish owned property, escalating to the Development Surveyor and the Deputy Diocesan Secretary and working closely with those colleagues in coordinating the process as required. This area of work will involve assisting colleagues across both the Property Services and Finance Departments to ascertain the value of leases and the opportunities for parishes to maximise the asset value.
- Under the direction of the Director of Property Services and working closely with the Residential Property Manager, providing support for the work involved in coordinating the financial aspects of curates' housing arrangements.
- Coordinate the process of major projects in the Capital Plan that involve substantial renovation or subdivision of properties, including providing direct support to the Surveyor who oversees the major projects in the light of energy concerns and carbon net zero planning.
- Maintaining records and ensuring that the Diocese uses a range of external advisers for surveyor purposes, escalating any concerns about service providers to the Property Operations Manager

### **Administration support:**

- Provide administrative support to the Development Surveyor and Director of Property Services.
- With other stakeholders, ensure the Property database is updated and accurately maintained and the Carbon net Zero action plan in property is well maintained.
- Co-ordinate the calendar and diary management of appointments.

### **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.



## The Diocese of Southwark

### Our Values

Effective Stewardship of resources  
Respect for all

Collaborative Team Working  
Transparent Accountability

## Person Specification

### Essential

- Experience in the property field, including current working knowledge of the processes for buying and selling of property
- Excellent numeracy and literacy
- Excellent IT skills with competence in Microsoft Office
- Strong administrative skills with a keen eye for detail and able to work quickly and accurately
- Good communication skills, both oral and written
- Collaborative working style with both internal and external colleagues
- A capacity for researching and learning new skills
- Able to take direction and work to an agreed plan
- Willingness and to show initiative and take personal responsibility for tasks
- Good inter-personal skills with the ability to communicate effectively with people from all backgrounds and of all abilities
- Able to work under pressure and manage pressure points calmly
- Flexible approach and able to manage multiple and changing priorities

### Desirable

- Experience of property sales and administration in a diocese, charity or similar
- An understanding of the structures and ethos of the Church of England

## DIOCESE OF SOUTHWARK

### Property Development Administration Coordinator Outline terms and conditions

#### **Employer**

The person appointed will be employed by the Diocese of Southwark (South London Church Fund) 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.

#### **Salary**

The salary for this position is £35,000 per annum .

#### **Probation**

The appointment is subject to the satisfactory completion of a 26-week probationary period.

#### **Hours of work**

35 hours per week (excluding lunch breaks), Monday to Friday

Lunch hours are not part of your contractual working hours, and the timings are subject to management agreement. Any other breaks are subject to management agreement.

#### **Holiday Entitlement**

You will receive 26 days (pro rata) annual leave per annum, increasing to 31 days (pro rata) after 2 years' service. There is also an entitlement to 2 local and 8 bank holidays. The leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December. Annual leave in your first year of employment will be pro-rated based on start date.

#### **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.

## **Pension**

The person appointed will be eligible to join a defined contributions pension scheme managed by the Church Workers Pension Fund.

## **Working Expenses**

Reasonable out of pocket expenses will be reimbursed.

## **Termination of Employment**

During the 26-week probationary period a 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.

## **Ineligibility for Election**

Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.



## 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 primarily the area of Greater London, which is south of the Thames, together with the eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

We share a vision for the future in which we will see:

- growing churches, new worshipping communities and new Christians
- deepening discipleship: engaged, prayerful and informed Christians
- growth in vocations to existing and new ministries
- generous giving and prayer supporting all we do
- justice and peace built up, and violence challenged, in our local and global community
- a shared commitment to the integrity of Creation
- a Church for all which reflects our diverse community in membership and leadership, including growth in United Kingdom minority ethnic (UKME) vocations and appointments.

Our Vision is founded on mutual commitment from all who make up the Diocesan family to walk together in the pilgrimage of faith, supporting, encouraging and resourcing each other in our common task.

### The Diocese of Southwark serves...



2.9 million people



in the 16 local authorities  
of South London &  
East Surrey



through 356 places of  
worship — a Church of  
England presence in  
every community



and 104 church schools  
educating more than  
37,000 young people

## **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.

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 Strategic objectives. These are known under the banner of 'Lead, Enable, serve' and are summarised in the table that follows below.



**SOUTHWARK VISION 2017 -2025  
HEARTS ON FIRE with a Vision for Growth;  
Walking, Welcoming, Growing.**

**Diocesan Staff Values**

Effective Stewardship of resources  
Collaborative Team Working  
Respect for all  
Transparent Accountability

**DIOCESAN STAFF PURPOSE**

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.

**DIOCESAN STAFF AIMS**

- 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.
- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practise.
- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.
- To resource, and support mission and evangelism, vocational discernment, training and ongoing development for lay and ordained ministries.
- 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.