



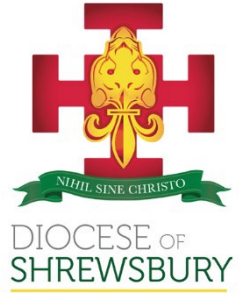
DIOCESE OF  
SHREWSBURY

## Director of Property

*Job description, person specification,  
and how to apply*



# Job Description



## INTRODUCTION:

The Diocese of Shrewsbury is a large charity serving 93 parishes (along with 28 other churches and chapels) and 111 Catholic Schools. The role of Director of Property within the Diocese is to provide leadership, vision, professional advice, and strategic direction to support the Bishop and Diocesan Trustees in their oversight and management of the Diocesan Property Portfolio.

The Director of Property leads the team of staff within the Property Department to provide effective management, development, repair, improvement, rationalisation and risk management of the Diocesan Property Portfolio. The portfolio is extensive, including churches, church halls, presbyteries and other domestic properties, social clubs, investment properties, and schools and school land.

The successful post-holder will be expected to represent and work in accordance with the ethos of the Diocese of Shrewsbury and to ensure the highest standards of conduct are maintained. The individual must be reliable, resilient and diplomatic in their approach, with a positive attitude, respectful of others and able to work constructively and cooperatively both internally and with external agencies. The post-holder should seek responsibility and accountability, with a professional and pro-active approach.

## REMUNERATION

Reporting to the Financial Secretary, this permanent role will attract competitive remuneration, dependent on experience and qualifications, plus employer pension contributions of 6%. After satisfactory completion of a probationary period permanent health (critical illness) insurance and death in service cover will be provided. The role is for 35 hours per week, with flexible working including evening and weekend duties from time to time. Based at the Curial Office in Birkenhead, Wirral, hybrid working will be available in line with the Diocesan policy.

## QUALIFICATIONS

It is **essential** that the successful candidate has full membership of a property related professional body such as the RICS or the CIOB or a proven track and experience in a similar role. Experience of working within the charitable or similar sectors is **desirable**. Further details are set out in the person specification.

## COMMENCEMENT DATE

The anticipated start date is 1 January 2024.

## DISCLOSURE AND BARRING CHECKS AND REFERENCES

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of two satisfactory references and a satisfactory Disclosure and Barring Service Checks ("DBS Checks") in relation to criminal and child protection matters. Continued satisfactory completion of these checks will be a condition of your employment. Please note that a conviction will not necessarily be a bar to obtaining employment.

## SPECIFIC TASKS

### Inspection, surveying and works

Coordinate and manage the inspection and surveying (including quinquennial surveys) of property and premises, recording findings and advising the Financial Secretary (and Vicar General, Trustees and colleagues, as appropriate) of findings and required actions.

Investigate building related problems and issues including providing advice following testing and more detailed investigative works.

In conjunction with Trustee approved consultants and suppliers, provide advice, assistance and specify suitable forms of building repair, maintenance, refurbishment and other building related works suitable to the age and, if appropriate, the listed status of the property.

Budget cost planning of new build, building refurbishment, and repair related works.

Negotiation, letting, supervision and monitoring of building contracts and works and acting as diocesan representative in the delivery of project work.

Monitor and control costs for ongoing and completed works ensuring value has been attained.

### Property and Land Management

Ensure that all Diocesan property is managed in accordance with Diocesan policy and requirements.

- Deal with boundary and other property issues including party wall matters.
- Ensure that, as far as reasonably practicable, the Diocesan property portfolio is maintained, and that parishes and schools undertake and comply with their property and occupational responsibilities.
- Ensure that, as far as reasonably practicable, all third-party occupations of Diocesan property are properly recorded and documented by way of lease, licence or other agreement as appropriate.
- Development and implementation of a planned preventative maintenance regime.
- Negotiation of occupational documentation (leases and licences etc.), documentation renewal and rent review as appropriate.
- Maintain records and databases for Parish, and Curia property.
- Development and maintain records and databases for School property.

### Facilities Management

Provide facilities management advice to the Financial Secretary, Vicar General Bishop and Trustees and undertake duties as may be required.

### Acquisitions and Disposals

Lead in relation to the acquisition or disposal of property as required including the most suitable way to acquire or dispose of property to provide best value. This includes regular reviews of the investment and retirement property portfolio.

### Compliance

Line manage the Diocesan Health and Safety Coordinator, who is responsible for all aspects of Health and Safety, with a particular focus on Asbestos and Fire Risk Management. Specifying and implementing alterations or other arrangements resulting from inspections, thereby ensuring the Diocesan continued commitment towards improving Health and Safety on and within its property portfolio.

Advise and undertake duties in respect of ensuring compliance with:

- Statutory requirements including Planning permission, Historic Churches Committee Faculties, Listed Building Consent, licensing requirements, Building Regulations, accessible environments, Landlord and Tenant legislation, and the management of asbestos.
- Diocesan policy and requirements.
- Insurer's requirements.

### Insurance (in addition to above)

Advise on possible ways of achieving an overall reduction of risk which could result in insurance claims. Assist in making insurance claims when insurable events arise and carry out the management of those claims; appointing relevant professional and consultants and direct discussions and negotiations with loss adjusters.

Liaison with insurers with regards to building works, both those associated with insurance claims and/or compliance with insurer's requirements for other works.

### Professional Advisors, Consultants and Contractors

Working with the Trustee-appointed consultants, advise on the selection and appointment of suppliers, contractors and other professional advisors which typically include architects, building surveyors, mechanical and electrical engineers, and structural engineers, ensuring that all appointments are robust, carry adequate and appropriate professional indemnity insurance and are formed in the name of the Diocese.

Vetting and review of advisors and contractors to provide a pool of competent organisations that may be drawn upon, from time to time.

## Legal documentation

The development, drafting, negotiation and completion of documentation including contracts for sale and acquisition, Leases, Licences, Building Contracts, Warranties, Supplier Contracts, Consultants Appointments and other contracts, deeds and documents as required.

Working with the Data Protection Officer/In-House Counsel ensure the safe and secure custody and control of all legal documents.

## Disputes

Deal with land, property and building disputes including boundary disputes.

Working with In-House Counsel instruct and brief professional advisors in litigation and represent the Diocese in adjudication, mediation or the courts.

## Reports and Records

Preparation and presentation of reports for the Board of Finance and Administration in accordance with its cycle of meetings. Report as required to Trustees, Parishes and other Heads of Departments.

Represent the Bishop on the Historic Churches Committee ensuring all our listed buildings gain the necessary facilities prior to any alteration or refurbishment works being carried out.

Be a member of and advise the Diocesan Heritage Arts and Architecture Committee.

Ensure the Property Compliance Register is reviewed, maintained and updated as necessary.

## Strategy

Support the management of property assets and continue to develop the Diocesan Property Strategy and other relevant strategies and policies as adopted by the Diocesan Trustees; a particular focus is to be part of the working party which is currently reviewing the Diocesan carbon footprint implementing the environmental policy. Assist with the review and future development of other relevant Diocesan strategies and policies.



## GENERAL TASKS

Seek to support Parish Priests, parish committees, governors, MAT Directors, headteachers in schools, academies, and colleges in the management of the Diocesan Property Portfolio.

Objectively review the success and achievements against agreed targets, identifying strengths, weaknesses, and areas for development.

Maintain organised hard and soft files of all information.

Participate in the day-to-day work of the organisation – such as reporting, attending meetings as required, and taking a flexible approach to general administrative and support tasks.

Participate in staff appraisals and appropriate training for the role.

Complete any other duties as reasonably requested from time to time.

## OTHER TASKS

- Develop and foster a strong working relationship with all members of the Curial Office staff including but not limited to the Moderator of the Curia/Vicar General, Financial Secretary, and members of the Property Department
- Work flexibly to respond to the needs of the key stakeholders.
- Work effectively, both independently and collaboratively.
- Manage life/work balance in self and staff.

The list of specific, general, and other tasks is not exhaustive, and the successful candidate would be expected to carry out such other tasks as are necessary to fulfil the role.

By its nature the role will involve working evenings and weekends and time off in lieu will be given for this in line with the policy set out in the Staff Handbook.

## DIOCESAN POLICIES

The Diocese of Shrewsbury is committed to the nationally agreed policies on Safeguarding of young people and vulnerable adults, as well as developing and fostering a positive workplace environment committed to the continuous improvement, effectiveness and sustained performance of all volunteers and members of staff, and safe environment for all. The successful candidate would be expected to commit to following Diocesan policies on Safeguarding (as adopted from national policies) as well as those on Health and Safety, alongside all other policies as set out in the Staff Handbook.

# Person Specification

## A Training and Qualifications

	Essential	Desirable
Full membership of a property related professional body such as the RICS or the CIOB or a proven track records and experience in a similar role	✓	
Degree or equivalent and/or ability to demonstrate significant experience in a similar varied role		✓

## B Knowledge, Skills and Understanding

	Essential	Desirable
Managing a property service for an organisation with multiple sites	✓	
Working within the property profession/industry in any of the corporate, charitable or consultancy sectors	✓	
Experience in Property management, development and construction	✓	
Experience in residential and commercial lettings		✓
Good leadership and people management skills	✓	
Project management skills	✓	
ICT skills and seek ways to improve efficiency and delivery of work, training, and presentations by increasing the use of technology		✓
Meet strict timetables whilst being responsive to ad-hoc requests for support	✓	
Investigate and form conclusions to resolve problems	✓	
Provide advice and leadership and allow others to take matters forward		
Lead and work within a team and to develop effective working relationships but also to work alone and on own initiative	✓	
Identify and specify repairs appropriate to the age and style of buildings.	✓	
Liaise effectively and positively with other property professionals and the regulatory and statutory authorities	✓	

## C Personal Attributes

	Essential	Desirable
Access to a car and full clean driving licence, and an ability and willingness to travel for work	✓	
Excellent written and verbal communication skills, including effective report writing skills.	✓	
Ability to handle a variety of projects at the same time, to prioritise workload to meet deadlines	✓	
Strong interpersonal skills with the ability to communicate effectively with people at all levels and from a variety of backgrounds and experience		✓
Strong numerical skills and a firm an understanding of finance	✓	
Ability to plan ahead and work within agreed timeframes	✓	
Excellent negotiation skills		✓

# How to Apply

## APPLICATION FORM AND SUPPORTING STATEMENT

The application form can be found at <https://www.dioceseofshrewsbury.org/latest-vacancies/>

The form must be fully completed in accordance with any instructions and legible. The supporting statement should be clear, concise, and related to the specific post. Please do not submit a letter of application in addition to the supporting statement.

## CONFIDENTIAL REFERENCES AND REPORTS

Two referees should be nominated, including your current or most recent employer.

## Further information

If you would like further information or to understand more about the role, please email the current Director of Property [richard.crawford@dioceseofshrewsbury.org](mailto:richard.crawford@dioceseofshrewsbury.org) or contact the Curial Offices 2 Park Road South, Prenton Wirral CH43 4UX Tel: 0151 652 9855 [www.dioceseofshrewsbury.org](http://www.dioceseofshrewsbury.org)

