

## **DIOCESE OF LEICESTER JOB DESCRIPTION**

POST: PROPERTY MANAGER

RESPONSIBLE TO: DIRECTOR OF FINANCE

RESPONSIBLE FOR: Clergy Housing Officer and Property Officer

KEY RELATIONSHIPS: Chief Executive and Diocesan Secretary  
Director of Operations and Governance  
Net Zero Carbon Programme Manager  
Archdeacons and Bishop's Leadership Team  
Surveyor  
Clergy and Church Wardens  
External Agents and Contractors

### **PURPOSE**

To manage the residential property portfolio, Glebe property portfolio and other properties owned and/or maintained by the DBF within budgetary and policy constraints to meet the needs of the Leicester Diocesan Board of Finance and in accordance with relevant church legislation and, in particular, to work towards the target of net zero carbon for our properties by 2030

### **MAIN RESPONSIBILITIES**

- Oversight of all matters relating to clergy houses, the day to day responsibility for which is delegated to the Clergy Housing Officer or agents.
- Acquisition and disposal of clergy houses, including rental properties (both where DBF is landlord and tenant) according to a programme agreed by the Houses Strategy Committee.
- Support the oversight of Glebe property portfolio through the Land Agent and Director of Finance.
- Budgeting of expenditure on all property related issues, working closely with the Director of Finance to ensure that expenditure is as near as possible in line with budgets.
- Management of property during clergy vacancies including organising repairs and improvements to properties, arranging short-term lettings where appropriate and ensuring that properties are available for incoming clergy.
- Ensure that the Council Tax & Water Rates of clergy houses are paid, the day to day responsibility for which is delegated to the Property Officer.

- Monitor the performance of the retained surveyors for clergy houses, and to regularly communicate and meet with them to ensure that all quinquennial repairs, interregnum works, improvements, projects and other retained works, are undertaken within the agreed budgets and timescales.
- Management and oversight of maintenance and disposal of church buildings once they have been closed for regular public worship, with day to day responsibility handled by agents as appropriate.
- Management and oversight of such other properties as may from time to time form part of the diocesan portfolio.
- Advise the Bishop's Leadership Team and/or Senior Management Team of the DBF on matters relating to Property, and contribute to future strategy in respect of housing requirements.
- Advise parishes on property matters where the DBF has an interest (eg church halls).
- Liaise with the Church Commissioners, Diocesan Registrar, Agents, etc., in connection with the buying and selling of properties, but also on other matters as required.
- Liaise with external contractors and other bodies to support the work of the Property Team, including ensuring that Health and Safety regulations are respected.
- Maintain regular contact with the clergy, mainly with regard to housing issues.
- Attend internal meetings relevant to the role including the Assets and Liabilities Committee, Housing Committee and fortnightly meetings with the Archdeacons and Director of Finance to discuss operational and strategic housing issues.
- Contribute to the work necessary to assist the Diocese of Leicester to achieve net carbon zero by 2030 and oversee its implementation in respect of the diocesan properties.
- Attend meetings with PCCs, Synods or other bodies as are necessary to successfully fulfil the role of Property Manager, outside normal office hours where necessary.
- Maintain effective links with other Diocesan Property Managers and maintain CPD.
- Oversee the pastoral reorganization work undertaken by the Property Officer.

### **Generic Responsibilities for all DBF employees**

- To welcome visitors and/or receive incoming enquiries and telephone calls, dealing promptly and courteously with enquiries and ensuring high quality of collegiality at all times
- To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately
- To undertake other duties as may reasonably be expected

## Person Specification

Attributes	Essential (or expected to train/qualify to that standard)	Desirable
<b>General</b>	<ul style="list-style-type: none"> <li>▪ Possess the authority, presence and integrity to command the respect of colleagues and generate the same high standing with external contacts</li> <li>▪ Polite and courteous</li> <li>▪ Strong verbal, reasoning and written communication skills</li> <li>▪ Ability to arrange own transport around the Diocese and further afield</li> </ul>	
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>▪ Relevant qualification(s) across the range of: property, land, developments, housing; listed buildings, planning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Relevant management qualification (e.g. NVQ 5)</li> <li>▪ RICS / CIOB</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Extensive experience of property /housing management</li> <li>▪ Improving performance, managing change and delivering results</li> <li>▪ Building and motivating teams</li> <li>▪ Formulating policy, implementing strategy and delivering results</li> <li>▪ Achieving results through consent and motivation of a range of complex stakeholders</li> <li>▪ Working effectively with Board members or committees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Developing and managing demanding performance standards, leading to successful achievement of corporate business plans</li> <li>▪ Experience and understanding of corporate governance in the charitable and ecclesiastical sector</li> </ul>
<b>Knowledge, skills and abilities</b>	<ul style="list-style-type: none"> <li>▪ Negotiation skills</li> <li>▪ Conflict management</li> <li>▪ Managing tendering, contract relationships</li> <li>▪ Understanding of building plans and technical drawings</li> <li>▪ Significant budget management across complex systems</li> </ul>	<ul style="list-style-type: none"> <li>▪ Best value reviews</li> <li>▪ Design software</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Probity and integrity</li> <li>▪ Dynamic and energetic personality</li> <li>▪ Problem solving, pragmatic</li> </ul>	<ul style="list-style-type: none"> <li>▪ Committed to the philosophy of continual improvement, customer service and securing value for money in all aspects of the Diocese's operations</li> </ul>

	<ul style="list-style-type: none"><li>▪ Strong people skills, fair minded, supportive and with a sense of generosity</li><li>▪ Team player, willing to share in key decision making</li><li>▪ Customer focused, approachable, fair</li><li>▪ Committed to the aims and ambitions of the Diocese and the ethos of the non-profit sector</li><li>▪ A positive outlook and capable of delivering results to tight deadlines and under pressure</li><li>▪ Strong intellect with the ability to interpret relevant information, analyze complex data, review alternative solutions and come to speedy, well informed conclusions</li></ul>	
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