

Diocese of Leicester – Property Manager

Additional Information

Thank you for your interest in the post of Property Manager. In this document you will find some general information about the role along with information about how to apply. The job description and person specification are contained in a separate document, and a third document provides more general information about the Diocese of Leicester.

The main role of the Property Team is to provide clergy and their families with suitable accommodation, and to assist them with the management of their homes. As far as possible, the team strives to relieve clergy of domestic concerns in order that they may focus upon their pastoral responsibilities. This involves maintaining a portfolio of houses and on occasions supplementing this stock with property rentals. Houses which are temporarily vacant are usually rented out to ensure an income and, if not, need to be overseen through liaison with local church officers. Houses are bought and sold as needs change over time.

The team is also involved in management of a mainly agricultural portfolio of property known as the Glebe, which is held for investment purposes. Much of this work involves liaising with the diocesan land agent who oversees the Glebe portfolio.

The team also processes Council Tax payments on behalf of clergy, is involved in legal changes to ministry arrangements (eg changing parish boundaries) known as pastoral reorganization, and responds to queries from parishes about property matters.

The Church of England has committed to reaching Carbon Net Zero by 2030 across its churches, schools, operations and housing. The Property Manager will contribute to the work needed to help the Diocese to achieve this with regards to its implementation on the housing estate including clergy housing. This is an important part of the role as it will require technical expertise and evaluation to decide where resources are spent on this most effectively.

In addition to the Property Manager, the team comprises the Clergy Housing Officer and Property Officer who are both very experienced in role. The Property Manager reports to the Director of Finance who also oversees the Finance Team.

The role is mainly office based with travel needed to visit properties in the city and county and very occasional national travel (to visit national Church of England events for instance)

How to apply

Applicants are required to apply by providing a comprehensive CV accompanied by a covering letter setting out their interest in and suitability for the role. The CV should cover the applicant's full employment history including explanations for any gaps. Applicants are also requested to complete and return the Recruitment Monitoring Form.

The names of two referees must be provided, one of whom must be the current employer or most recent employer for applicants who are not currently in employment. References may be taken up prior to interview unless otherwise stated: please indicate any referees to whom an approach should only be made after the interview.

Applications should be sent to arrive by midnight on Sunday 5th January 2025

- by email to Simon Wilson: simon.wilson@leicestercofe.org

For an informal conversation about the post you can contact Simon Wilson to arrange a conversation up to 23 December and from 2 January.

More information about the Diocese of Leicester is available on our website:
<http://www.leicester.anglican.org/>

The **closing date** for applications is **Midnight on Sunday 5th January 2025**

Shortlisting will take place in the days following the closing date and every effort will be made to contact applicants as soon as possible after that date.

Panel Interviews will take place at St Martins House in central Leicester on 16 January 2025.

Other Information

Employment status	The Property Manager will be an employee of the Leicester Diocesan Board of Finance, based at St Martins House, 7 Peacock Lane, Leicester LE1 5PZ. This is a permanent post.
Salary	£51k per annum.
Hours	35 hours per week. Normal office hours are 8.30am to 4.30pm with an hour for lunch. Some work may be required outside these hours for which time in lieu will be given.
Pension	Defined Contribution pension of 10% of salary, paid by employer, with 0.5% going towards death in service benefits.
Annual leave	25 days plus Bank Holidays and three concessionary days between Christmas and New Year.
Probationary period	3 months
Anticipated start date	From April 2025, but a start date earlier than this would be welcomed

The successful applicant will need to provide proof of right to work in the UK before taking up post and will also be required to undertake a basic DBS disclosure.