**DIOCESAN BOARD OF FINANCE**

Job Description and Person Specification

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| **JOB TITLE** | Church Buildings Project Surveyor |
| **LINE MANAGER** | Senior Church Buildings Officer |
| **SALARY** | £40,000 per annum |
| **HOURS** | 35 hours |
| **DURATION** | This is a fixed term contract for a full-time role, with anticipation to become permanent role, subject to funding |
| **LOCATION** | Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU |

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| **JOB SUMMARY** |
| Firmly rooted in the delivery of our Transforming Church. Together strategy, the Church Buildings Project Surveyor will provide a crucial role in creating a sustainable future for parishes. The role is a key position in the newly created Church Buildings Team that is responsible for our Church buildings that Serve our Communities workstream. Part of a fantastic team delivering much needed support and guidance to parishes, you will also work closely with the wider Property and Estate Teams personally responsible for identifying opportunities for ‘Helping our the Diocese to ‘optimising building usage’ in line with social value/ financial & sustainability ambitions. This role of project surveyor is predominantly based around project management with integrated technical knowledge. The priority and responsibility will be for Focussed Support Initiative (FSI) projects within the strategy.  This is a role that really can make a difference to the sustainability of our churches but also providing much wider social benefits to their communities. |

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| **KEY RELATIONSHIPS** |
| * Clergy, Archdeacons, Bishops * Colleagues within the Diocesan Support services * Transforming Church.Together Team (TC.T) * Senior Leadership Team * Directly engaged consultants * PCC’s, volunteers, including Project Teams/consultants working on behalf of PCCs * External providers and agencies * Community groups * Local Authorities |

**SAFEGUARDING**

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

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| **MAIN RESPONSIBILITIES** |
| * Assist the identification of list of sites where space could be utilised to enable parishes to identify income/ social value project opportunities identify a list of priority sites for potential redevelopment opportunities for senior leader review. * Support PCC’s to explore and enable options appraisal and feasibility studies for redevelopment sites, identifying options for use and making recommendations that align with the Diocese’s strategic objectives * Provide advice on project and construction management to parishes * Help create and present tools to assist parishes with site management and development work * Create project briefing documents collaboratively with the Property and Church Buildings Teams. * Provision of support and guidance including for Parishes to assess potential projects involving Churches and land to enable feasibility & options appraisals. * Assist Churches with project planning and briefing documents * Carry out inspections and provide guidance on technical aspects from short to long term perspectives to align with Churches aspirations for projects of major repairs, adaptations, improvements, and re-ordering, also on approach to maintenance strategy * Prepare site visit reports/meeting notes for uploading to records management system. * Provide support in preparing scope of works, schedules and specifications. * Obtain tenders on behalf of churches, taking into account the type of formal instruction/ contract that would need to be used. * Undertake works to facilitate contract provision for routine and planned maintenance works options for Churches and halls. * As required, to support the work of the Church Buildings Repairs and Maintenance Officer, providing assistance to larger project-based repairs. * Provide guidance to Churches in respect of relevant health and safety legislation and regulations appertaining to projects and upkeep of buildings. * Take ownership of the day-to-day delivery and collation of information for TC.T Church Buildings that serve our communities workstream * Attend Church Buildings Working Group and Church Buildings Projects Steering Group, including any other meetings that are required, in supporting the delivery of strategic objectives and those of the team. * Contribute positively to stakeholder and relationship management and engagement. * Build and maintain effective relationships with partners and other outside of the Diocese, who may provide opportunities to our communities, for example developers, housing providers, social enterprises, community groups and private companies. * Work proactively with team members, stakeholders to support our decarbonisation goals and support and advocate for this work wherever necessary * Take an active part in working and advisory groups * Support projects in a client’s representative capacity where agreed with line managers * Be a reliable source of buildings safety & technical support and advice in line with Church/Diocese responsibilities. * Undertake works as necessary to support others within the team. |

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| **CHURCH BUILDINGS PROJECT SURVEYOR PERSON SPECIFICATION**  To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria outlined in the vacancy description. | | |
| Attributes | Essential | Desirable |
| Experience | * Experience of estate and/or community work surveying and project management * A clear understanding of the effective management of risk. * An understanding of the planning and legal challenges surrounding estate changes * Experienced in achieving value for money in a values driven environment * Experienced in delivering projects with multiple partners/investors * Experienced in negotiations where they have had to approach difficult conversations with diplomacy * A clear understanding of the Construction, Design and Management Regulations 2015 | * Experience of communicating and implementing policies and procedures * An understanding of social enterprise and community initiatives * Understanding of the planning and legal challenges surrounding heritage buildings. * Contract management experience * Experienced in carrying out due diligence, setting up and managing design project teams * Previous delivery of options appraisals and/ or feasibility studies * Previous track record of complex stakeholder Management |
| Education/ Qualifications | * Educated to Degree level or significantly aligned work experience | * Qualification in relevant Surveying or Project Management * Chartered Status in appropriate profession |
| Skills/ Ability | * Proficient and effective use of technology, with good working knowledge of Office, Microsoft 365 * Able to use records management system and online portals * Ability to manage multiple projects simultaneously * Ability to prioritise and meet deadlines * Evidence excellent numeracy and analytical skills * Able to understand and interpret statistical and financial information, make informed judgements, appraise risk and convey advice as appropriate. * Excellent report writing skills in relation to complex projects to help support effective decision making * Able to navigate through distractions and variables to provide focus | * Demonstrate commercial acumen, business awareness and negotiation skills. * Skilled at writing successful business cases * A good knowledge of sustainability and carbon net zero ambitions in the Church of England |
| Personal | * An excellent communicator, able to establish strong relationships and communicate effectively with key external and internal stakeholders. * Self-motivated with good personal organisation skills and the ability to organise conflicting priorities to meet deadlines. * Demonstrate ability to motivate colleagues to achieve corporate business plans and objectives. * Respectful of, and comfortable with, the Christian ethos and objectives that underpin our work and values of openness, generosity, creativity and bravery. * Creative approach to problem solving * To have the ability to travel around the Diocese. | * Creative and focused networker * Able to apply a focused and practical steer in a sensitive respectful manner |

**Date:** May 2025