



DIOCESE OF **Hexham & Newcastle**

Property Surveyor

Maternity Cover

(up to 12 months fixed term contract)



Candidate Pack

INTRODUCTION

The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales and is situated in the north-east of England. With an area of 3195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south. The Diocese consists of 152 separate parish communities, grouped together into 18 Partnerships, within five Episcopal Areas. The population of the region is 2,368,000, with an estimated Catholic population of 214,257.

There are 156 schools in the Diocese serving 54,000 pupils and their families of which there are 128 primary schools, 2 infant schools, 2 junior schools, 3 first schools, 1 middle school, and 20 secondary schools. In December 2019, an academy policy was shared whereby all existing academies and voluntary aided schools would become academies within 4 Catholic Education Trusts.

The Bishop of the Diocese of Hexham and Newcastle is the Right Reverend Stephen Wright.

Diocesan Values

Integrity | Respect | Trust | Service | Compassion



PROPERTY SURVEYOR

Job Description

To assist in the care and maintenance of all Diocesan land and property, so as to ensure a high-level of professional support is offered to our parish communities and Diocesan schools.

Duties and Responsibilities

- Assist in undertaking a review of Diocesan properties so that our buildings support the mission and ensure future sustainability
- Undertake quinquennial surveys and make prioritised recommendations for remedial works including budget costs
- Analyse building defects and prepare specifications for appropriate remedial works
- Compile and issue written survey reports
- Provide advice and guidance to Clergy and parish representatives on all property matters, including the appointment of professionals, contractors and project management
- Coordination of the contractor tendering process
- Administration of construction contracts
- Carry out site inspections to assess quality and workmanship of contractors
- Assess buildings for statutory compliance
- Advise and undertake duties in respect of compliance with statutory requirements (including planning permission, Historic Churches Committee Faculties, Listed Building Consent, licensing requirements, Building Regulation requirements, accessible environments and the management of asbestos)
- Support Diocesan schools with land and property matters
- Assist with the management of property lettings, rentals/reviews and service charges
- Deal with boundary and other property issues including party wall matters
- Assist with the acquisition and disposal of properties
- Liaise with insurers/loss adjustors in relation to buildings insurance claims and related building works
- Undertake other reasonable duties as requested



Personal Specification

Essential Criteria

You must have:

- A relevant degree or equivalent experience working within the property profession in either the corporate, charitable or consultancy sectors
- Experience of undertaking building condition surveys
- Experience of working with historic and listed buildings
- Extensive knowledge and experience in building pathology including the ability to specify appropriate repairs relative to the age and style of construction
- An understanding of health and safety legislation including CDM and the Control of Asbestos
- Sound knowledge of the Building Regulations and their practical implications
- The ability to access buildings by ladder or scaffolding
- Excellent organisational, administrative and IT skills
- A willingness to occasionally work flexible hours including evenings and weekends
- A full Driving Licence, access to a car, and willingness to travel throughout the Diocese

It will be good, but not essential, if you also have:

- Corporate member of RICS or equivalent
- Experience of undertaking quinquennial building surveys
- Knowledge of property management issues including leases and licences
- An understanding of the link between liturgical celebration and church architecture

Post-holder must be conscientious and loyal to the aims and objectives of the Diocese, always having regard to its Catholic character



APPLICATION PROCESS

To apply, please send:

- A letter of application saying why you want to work with us and what you'd bring to the role, with examples of how your skills and experience would enable you to fulfil your duties and responsibilities
- A CV, including the names of two people we may approach for professional references
Please send these by email to human.resources@diocesehn.org.uk

For an informal discussion about this role please contact Andrew Gillingham, Head of Property on 07718 243137 or email andrew.gillingham@diocesehn.org.uk

Deadline for applications: 23 September 2024 at 12 noon.

PAY AND CONDITIONS

What we will offer you

- Salary: £39,000 per annum and a workplace pension scheme where we match up to a maximum of 7.5% of your salary
- Hours: Full-time, 37.5 hours per week, generally Monday to Friday. Some evening and weekend working may be required
- Contract: Maternity cover – up to 12 months fixed term contract – subject to 6 months probationary period

Location

Diocese of Hexham and Newcastle, St Cuthbert's House West Road, Newcastle upon Tyne, NE15 7PY



Benefits

- Holidays: 28 days holiday per year plus statutory holidays
- Free on-site car parking
- Health and wellbeing support
- Cycle to Work Scheme

OTHER INFORMATION

This appointment will be subject to:

- Two satisfactory professional references
- Evidence of right to work in the UK
- Completion of mandatory safeguarding training

Safeguarding

The Diocese of Hexham and Newcastle is committed to safeguarding all children and vulnerable groups at risk within its community. All employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures. In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding policies and procedures.

Data Protection

We won't hold the information you give us longer than necessary. Our Candidate Privacy Notice is available on our website www.diocesehn.org.uk

Registered Charity Number 1143450

Company Limited by Guarantee Company Number 7732977



Better Health
at Work Award
Bronze Award

