



DIOCESE OF **Hexham & Newcastle**



Application Pack

**Property Surveyor**

**Fixed Term Contract – 2 years**



## Who are we?

- We are 141 separate Parish Communities, grouped together into 18 Partnerships, within 5 geographical Episcopal Areas
- With an area of 3,195 square miles, our boundaries are the border with Scotland in the North, and the River Tees in the South
- In the North and West, we have rural communities which are sparsely populated and with limited access to some services. The urban South and East is more densely populated and with relatively better access to services
- The region's population is 2,368,000, with an estimated Catholic population of 214,200
- We are 156 schools in four Catholic Education Trusts serving 53,600 children
- We own over 600 buildings including schools, churches, presbyteries, parish halls and other residential properties

**Diocesan Vision:** Inspired by the Risen Christ, we aim to be a church where communities of faith flourish, members accept co-responsibility for the building of God's Kingdom, enabling all to live life to the full.

**Diocesan Mission:** A welcoming, worshipping people of God, sharing the Good News, growing as Disciples of Jesus in faith, and living in loving service of others.

## Diocesan Values:

- Integrity, Respect, Trust, Service, Compassion

## Diocesan Objectives

The Diocese will ensure the:

- Dynamic growth and renewal of the Church through our Partnerships
- Building of God's Kingdom in community and public life
- Sustainability and resourcing of the Diocesan mission and ministry

## What will your principal duties and responsibilities be?

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.

- Undertake quinquennial surveys and make prioritised recommendations for remedial works including budget costs
- Analyse building defects and prepare specifications for appropriate remedial works
- Assist in the coordination of the contractor tendering process
- Assist with the administration of construction contracts
- Liaise with Clergy and parish representatives to provide technical support on all property related enquiries
- Assess buildings for statutory compliance
- Support Diocesan schools with land and property matters
- Assist with the review of rental agreements for Diocesan properties including the preparation and review of schedules of condition
- Undertake site inspections to assess quality and workmanship of contractors
- Compile and issue written survey reports in paper and electronic formats
- Undertake other reasonable duties as requested

## **What skills and experience do you need to apply?**

### **You must be able to demonstrate:**

- 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 work flexible hours including evenings and weekends

### **You must also have:**

- 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
- Knowledge and experience of electronic data capturing

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

## **What will we offer you?**

- Salary: £33,189 pa and a workplace pension scheme where we match up to a maximum of 7.5% of your salary
- Holidays: 28 days holiday per year plus statutory holidays
- Flexible working is available
- Cycle to Work Scheme
- Hours: full-time 37.5 hours a week, generally Monday to Friday. Some evening and weekend working may be required
- Contract: 2 years fixed term – subject to satisfactory probationary period
- Location: Diocese of Hexham and Newcastle, St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY

## **How can you apply?**

### **To apply, please send:**

- A letter of application explaining why you want to work with us and what you would bring to the role, with evidence of how your skills and experience would enable you to fulfil the principal duties
- A CV and the names and contact details of two people that we may approach for professional references should you be successful in your application
- Please send these by email to [human.resources@diocesehn.org.uk](mailto:human.resources@diocesehn.org.uk)

If you would like to discuss the role, please contact Andrew Gillingham either by email at: [property@diocesehn.org.uk](mailto:property@diocesehn.org.uk) or on 0191 243 3303.

**Critical dates:**

Deadline for applications: 12 May 2022

This appointment will be subject to:

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

*We won't hold information you give us longer than necessary. Our candidate privacy notice is available on our website [www.diocesehn.org.uk](http://www.diocesehn.org.uk)*

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