



DIOCESAN BOARD OF FINANCE:

PROPERTY DEPARTMENT

PROPERTY MANAGER

JOB PROFILE

JOB TITLE: Property Manager

ACCOUNTABLE TO: Property Director

KEY RELATIONSHIPS: Joint Diocesan Secretaries; Area Bishop; Archdeacon; Property Team members

BACKGROUND

The Diocese of Leeds came into existence at Easter 2014 following the dissolution of the former dioceses of Bradford, Ripon & Leeds, and Wakefield. It covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. The diocese has 656 church buildings, Housing Stock of approximately 500 properties as well as glebe, farming and mineral interests. Within the Diocese there are 247 schools. The property assets are currently valued in excess of £150 million.

The following information is furnished to assist staff joining the Diocese to understand and appreciate the work content of their post and the role they are to play in the organisation. However, it must be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail. It must also be noted that this job description may be reviewed from time to time, in conjunction with the post holder.

JOB DESCRIPTION

PRIMARY PURPOSE OF POST

- To be part of a team within the Diocesan Property Department managing its residential, educational, agricultural, mineral and investment property portfolios. To be specifically responsible for housing property inspections, repairs, maintenance and improvements and for school buildings, maintenance and improvements and development all in the Ripon Episcopal Area.

MAIN DUTIES AND RESPONSIBILITIES

- To undertake and act upon all Periodic Surveys and Vacancy Inspections of clergy housing in accordance with the Repair of Benefice Buildings Measure 1972.
- Prepare and circulate relevant reports relating to inspections and works and prepare schedule of costs and works involved.
- Arrange and authorise the alteration, improvement and repair of all clergy housing within the diocesan budget as necessary.
- Meet new incumbents and other clergy at date of appointment to discuss housing requirements.
- Working with the Property Director, prepare capital and revenue budgets and ensure the systems of control are properly maintained and reviewed.
- Ensure efficient monitoring of all tender processes.
- To arrange and monitor property lettings and rentals.
- To assist the Diocesan Property Director with the disposal of redundant property and purchase of replacement property.
- To assist the Diocesan Property Director with the preparation of the agenda, reports, minutes and papers for the diocesan property advisory groups, Boards and committees and attend such meetings as are required.
- Liaise with external contractors and other bodies to work in partnership with the Property Department and Diocesan Education Department.
- To work in partnership with Local Authority and professional colleagues as appropriate in relation to premises and buildings.
- Check completed works against invoice prior to authorising payments.

- Supervise daily works of contractors and special assignments as necessary.
- With the Diocesan Property Director, be responsible for the repair and maintenance of the diocesan office (and any third party tenancy of the building) and episcopal offices and ensure Health and Safety regulations are adhered to.
- To deal with the day to day repairs, maintenance and service contracts arising from the occupation of diocesan properties.
- To be responsible for insurance matters relating to valuations and claims and the preparation of claims forms.
- To offer advice and guidance to schools and academies on buildings maintenance and development programmes
- To offer advice and guidance to schools and academies on asset management and premises development planning
- To offer advice and guidance to schools and academies on capital expenditure
- To offer advice and guidance to schools and academies on appropriate funding applications and support
- To offer advice and guidance to schools and academies on protecting trustee interests and responsibilities
- To provide cover and support for other staff within the Property Department as and when required.
- Any other duties as befit the role and required by the Property Director or as delegated to him/her by Diocesan Secretary.

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.