



**DIOCESAN BOARD OF FINANCE:
PROPERTY DEPARTMENT
PROPERTY MANAGER**

JOB PROFILE

JOB TITLE:	Property Manager
ACCOUNTABLE TO:	Head of Change and Property
KEY RELATIONSHIPS:	Diocesan Secretaries Area Bishops Archdeacons Property Team Finance Team

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 462 parishes and 656 church buildings.

During 2018, the Diocese launched its Strategy Framework, which brings to life the Diocesan Vision of 'Confident Christians, Growing Churches, and Transforming Communities'.

The strategy includes stretching objectives to ensure that by 2022 we have a balanced budget. In order to achieve this we need to ensure parishes recognise and understand the importance of Parish Share, and have the required support to maintain or increase their contributions as requested. Our target is to increase the total amount of Parish Share received by £2m by 2022 (compared to 2017).

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

- Working within the Diocesan Property Department to take lead responsibility in managing the residential, agricultural and investment property portfolios. Specifically, to be responsible for housing property inspections, repairs, maintenance and improvements across all diocesan areas.

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 Head of Change and Property, 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 manage the disposal of surplus property and purchase of replacement property.
- Liaise with external contractors and other bodies to work in partnership with the Property Department.
- Check completed works against invoice prior to authorising payments.
- Supervise daily works of contractors and special assignments where necessary.

- 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 clergy housing.
- To support with the maintenance of closed Church Buildings where required.
- To be responsible for insurance matters relating to valuations and claims and the preparation of claims forms.
- To assist 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.
- To provide cover and support for other staff within the Property Department as and when required.

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.

3	Personal Attributes	<p>The Property Manager should:</p> <ul style="list-style-type: none"> • be a person of integrity; • have a tenacious approach to delivery, quality of output and organisation; • be sympathetic to the needs of others; • have good interpersonal skills; • have an understanding of confidentiality issues and the use of discretion. 	<p>E E E E E</p>	
4	Disposition and Attitude	<p>The Property Manager should have:</p> <ul style="list-style-type: none"> • Empathy for the faith and mission of the Church of England 	<p>E</p>	
5	Special Requirements	<p>The Property Manager should:</p> <ul style="list-style-type: none"> • have a full driving licence and use of a car for work purposes 	<p>E</p>	