

Job Description

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| JOB TITLE | Bedfordshire, Essex and Hertfordshire District Property Officer | | |
| REPORTS TO | District Chair | LOCATION | Bedfordshire, Essex & Hertfordshire |

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| JOB PURPOSE AND OBJECTIVES |
| This new post within the Bedfordshire, Essex and Hertfordshire District of the Methodist Church will assist its 12 circuits and 160 local churches in making the best possible use of their valuable property assets to maximise their sustainable mission potential.  Working collaboratively, creatively, and flexibly with ministers and church members, the postholder will encourage and assist circuits and local churches in formulating a strategy for the development of their property assets as part of their overall mission strategy.  You will be an important link between the property support function in the Connexional Team and the implementation of the Strategic Guidance for the Use of Property in Mission, seeking to ensure a coherent and intentional approach to the use of church property across the District.  With a property portfolio comprising in excess of 50 manses and 160 church buildings, the District has oversight responsibility for a significant number of property schemes each year. You will be responsible for giving local managing trustees timely advice in relation to the use and development of church property. You will be responsible for monitoring local managing trustees’ compliance with Methodist Church policies for the management of property and for giving District approval for property schemes.  This is a two-year, fixed-term project. Extension of the post may be possible if justified by the progress and outcomes of the project, but initial funding is only in place for two years. |

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| JOB DIMENSIONS | |
| RESOURCES UNDER CONTROL | |
| Direct Reports and Relationships | Beds, Essex & Herts District Chair, District Property Panel, District Policy Committee, District manses committee.   * The role has many indirect relationships including a key involvement with other District Property Secretaries, church property stewards and Connexional team members   dealing with property and grants to enhance mission, growth and evangelism in Britain. |
| Resources | * Draw on Connexional, TMCP property, conservation and legal resources as appropriate; Work with the Beds, Essex & Herts District Property Panel and with circuit and church officers within the district; Training available as required. |

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| ROLE ACCOUNTABILITIES |
| The activities, functions and areas of accountability for the job. |
| Working with the Chair of District and the District Property Panel:   * To develop and keep under review the District Mission Development Plan * Reviewing the potential of redundant church premises, empty manses and investment properties – seeking alternative opportunities for mission or income generation or through disposal in line with the connexional property strategy * Have awareness of quinquennial inspections and support in seeking to ensure managing trustees undertake the inspections and act upon major and urgent concerns highlighted.   Assisting the District:   * Consenting on behalf of the District whether or not to grant consent to a property project and the feasibility of a grant from the district advance fund * Working across the District to promote and encourage better utilisation of properties * Monitoring the signing off of annual returns made by local circuits and churches * Developing good lines of communication with other District and Circuit teams and the wider property teams and DPSs within the Connexion * Providing advice as required to ensure projects are on time, to budget, and in compliance with all required Building Regulations, Health and Safety at Work Act 1974 and Equality Act 2010. * Keeping under review the local plans (produced by local authorities) within the District, identifying where possible the opportunities these might present for local churches or circuits   Providing guidance to managing trustees on:   * Possible grant opportunities * Professional services required * On the use of the on-line system including when projects need to be created in consultation with the Consents group in the Connexional Team * The requirements of Standing Orders, legislation and regulation as appropriate, and in consultation with the Conference Office in the Connexional Team and TMCP as necessary.   Any other reasonable duties, appropriate for the qualifications of the DPS, as requested by the Chair of District. |
| TERMS AND CONDITIONS |
| Remuneration will be £35,000-£40,000 per annum (plus authorised expenses) for a two-year fixed term post.  Normal working hours: 35 hours per week, including some evening and weekend working. Optional pension scheme, where the employer will pay 6% and the employee will pay a minimum of 2% . |

Person Specification

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| DPS | | | |
|  | Essential | Desirable | Assessment Method |
| Education and Training | | | |
| Educated to degree level in property related matter or  with equivalent work experience | X |  | A+Q+I |
| Professional property qualification, estates management or  facilities management qualification |  | X | A+Q+I |
| Professional project management qualification or relevant  experience |  | X | A+Q+I |
| Proven Abilities, Knowledge and Skills | | | |
| Experience of offering innovative ideas and ability to enthuse  others | X |  |  |
| Experience of working with volunteers and engaging with range of stakeholders | X |  |  |
| Knowledge of legislation, including charity law and regulations  with regard to buildings and property | X |  | A+I |
| Proven ability to quickly absorb detailed information and to offer a pragmatic response that addresses the concerns  Identified | X |  |  |
| Experience of advising on mission opportunities and/or local  community needs |  | X | A+I |
| Experience of advising on repair and maintenance of buildings  of historic interest |  | X | A+I |
| Experience of offering practical advice on range of property matters including maintenance of buildings | X |  |  |
| Experience of signposting enquirers to resources and specialist  Advisors | X |  | A+I |
| Proven ability in advising on alternative uses for building and  potential for income generation |  | X |  |
| Skilled in communicating (orally & in writing) persuasively to a wide range of different audiences in plain English | X |  | A+I (+P/W) |
| Experience of presenting to an audience from range of  backgrounds and knowledge | X |  |  |
| Excellent relationship-building, influencing and negotiating skills and able to work with a wide variety of stakeholders including  Volunteers | X |  | A+I |
| Proficient IT skills, using word processing, spreadsheet and database software | X |  | A+I (+W) |
| Demonstrate awareness of, and sensitivity to, issues of  equality, diversity and inclusion and a commitment to the unique value of real property as a place of worship for all | X |  | A+I |

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| Personal Qualities | | | |
| Knowledge of the Methodist Church and its Constitutional  Practice and Discipline especially with regard to property |  | X | A+I |
| Confident with making presentations and participating in meetings |  | X | A+I (+P) |
| Passionate about the opportunities buildings present for  mission and serving the needs of a local community | X |  | A+I |
| Able fully to embrace the ethos of the Methodist Church as expressed in Our Calling, and Priorities for the Methodist  Church | X |  | A+I |
| Able to organise own work efficiently, flexibly and  collaboratively with colleagues and volunteers | X |  | A+I |
| Professional and positive approach with a commitment to  professional and personal development | X |  | A+I |
| Able to work irregular hours, possibly including overnight and  Weekends | X |  | A+I |
| Car driver with access to a car and willing to use, or to use  public transport when appropriate, for the purposes of undertaking the role | X |  | A+I |

Method of Assessment: A – Application Form; I – Interview; W – Written exercise; P – Presentation; Q – Proof of qualification (certificates or transcripts)