



## The Derby Diocesan Board of Finance Limited

### Property Asset Manager Job Specification

<b>DEPARTMENT:</b>	Property
<b>SALARY:</b>	£26,750 per annum (£53,500 fte)
<b>HOURS:</b>	Part time, 17.5 per week
<b>RESPONSIBLE TO:</b>	Head of Property
<b>LOCATION:</b>	Derby Church House, Full Street, Derby, DE1 3DR (some remote working, as agreed with Line Manager)

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#### THE DIOCESE OF DERBY

The Church of England operates through 42 dioceses each under the leadership of a Diocesan Bishop. The Diocese of Derby covers almost all of the County of Derbyshire (except for a small area in the north), the City of Derby, and a small area of Staffordshire. The Church offers its ministry to the whole community, in the Diocese of Derby covering a population of over a million people.

Within the Diocese there are 256 parishes and 66 benefices as well as several other ministry contexts, around 313 church buildings served by approximately 120 stipended clergy, around 35 self-supporting ministers supported by over 190 clergy with a Permission to Officiate (PtO), over 130 Readers (licensed and with PtO) and hundreds of volunteers. There are also 111 church schools within the Diocese governed by the Diocesan Board of Education (DDBE).

The Diocesan Board of Finance (DBF) employs around 50 people to resource the Diocese of Derby.

#### THE DIOCESAN VISION

The Diocesan Vision is:

**“The Kingdom of God: Good News for All – Transformed lives: Growing Church, Building Community.”**

We will deliver this vision through deepening our relationship with God, making new disciples, serving our local contexts and challenging injustice, whilst prioritising being greener, younger, more diverse and those living in economic and social deprivation.

A significant programme of change will shortly commence to reshape culture, support transition, and enable effective delivery of diocesan strategic planning.

#### DIVERSITY STATEMENT

As an equal opportunities' employer, we particularly welcome applications from UK Minority Ethnic/Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made based on merit of skill and experience relative to the role. If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether reasonable adjustments can be made.

## **JOB SUMMARY**

This is a new role with a remit that extends over both the diocese's investment property and operational housing estates, whilst also providing advisory support to parishes in the diocese in respect of their property holdings.

The diocese's investment property estate comprises over 1,200 acres of rural land, a leased quarry, and around 30 let houses. Our operational property estate comprises around 150 houses (for clergy occupation) and our head office in Derby.

The Asset Manager's primary responsibilities are to support the development and implementation of estates strategies to rationalise portfolios, create and release capital, grow income streams, and to support our strategic ambitions to be net zero carbon by 2030 and deliver genuinely affordable housing on 'church' land.

The Asset Manager will report to the Head of Property. There will be no direct staff reports, though the Asset Manager will be supported in their role by the Property Assistant and Property Administrator.

This role offers an exciting opportunity to take on a high level of responsibility within a small team, and to influence strategic change in a historic organisation.

The ideal candidate will be MRICS with previous asset management experience (or possessing significant industry experience), including planning and development management.

## **KEY RESPONSIBILITIES**

The principal duties and accountabilities of the role are set out below:

### **Investment Property**

- Support the implementation of our rural land estate strategy through our appointed agents, with a particular focus on rationalising the portfolio and promoting sites with development potential for future planning gain.
- Identify value and income accretive asset management initiatives in respect of existing non-operational property holdings.
- Consider the execution/procurement options for development projects and recommend the optimum delivery route, putting in place appropriate contracts and reliance documentation with the contractor and professional team.

### **Operational Housing**

- With the Head of Property, identify appropriate operational housing disposals and acquisitions, and effectively lead and manage those transactions.
- With the Head of Property, identify other opportunities for capital release or income generation across the operational housing portfolio e.g. through planning, development and leasing initiatives, and implement those strategies.
- Support the ongoing development of our Housing Strategy including delivery of a Net Zero Carbon objective.
- Review planning application notifications received by the housing team in respect of operational properties and advise on strategy in respect of those notices.

### **Parish Property**

Where the Diocese is Diocesan Authority / Custodian Trustee for parish property holdings, advise parishes on their legal duties in respect of property transactions, ensure they understand how the Diocese's involvement fits into the process, and point them in the direction of appropriate professional advice to meet their needs (solicitors, surveyors, etc).

**Other**

- Constantly seek to identify opportunities for affordable housing (or other socially beneficial residential accommodation) on diocesan or parish land.
- Prepare development and investment appraisals in support of business plans to demonstrate financial risks and returns of recommended strategies.

**Compliance**

- Act as development manager on direct development activities, ensuring successful project delivery.
- Support the effective management of our estate at all times e.g. correcting title registration defects when identified.
- Ensure that any neighbourly issues e.g. rights of light, party walls, noise, boundary disputes etc. and lease consents are managed appropriately.
- Comply with relevant ecclesiastical legislation in all property dealings.

**Generally**

- Deputise for the Head of Property as necessary
- Communicate and engage well with other stakeholders (e.g. clergy and parishes) at all times, clearly, accurately and empathetically communicating proposed initiatives to secure support
- Manage, report and escalated risks within your role as appropriate.
- Prepare reports for the diocese's Business Committee and Bishop's Council (trustee body) as required seeking approval to proposed transactions or major capital projects, and attend and present at meetings if necessary.
- Monitor emerging legislation which might impact on strategy and keep wider team updated.
- Take part in regular supervision meetings and annual appraisals, with an openness to learning and development, and continuous improvement.
- A requirement and willingness to undertake other tasks commensurate with the job, including in particular support to housing maintenance programmes.

## KEY CONTACTS

Internal	External
Head of Property and Property team	Clergy and other parish representatives
Director of Finance and Operations	Professional advisors (agents, solicitors etc)
Diocesan Secretary	Diocesan Registrar
Buildings for Mission Team	
Archdeacons	
Business Committee	
Bishop's Council	

## PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Experience</b>	<p>Previous asset management experience.</p> <p>Experience of obtaining planning permissions for residential-led development – ideally for both small and large schemes.</p> <p>Experience in preparing investment and development valuations and appraisals.</p>	<p>Residential property asset management experience.</p> <p>Varied commercial property experience across a broad range of property types and uses.</p> <p>Experience of affordable housing development.</p> <p>Experience of net zero carbon strategies.</p> <p>Up to date with Commercial Landlord and Tenant legislation.</p> <p>Experience overseeing the delivery of development and refurbishment projects.</p> <p>Experience of rural estate management.</p>
<b>Qualifications and training</b>		MRICS
<b>Knowledge, skills and abilities</b>	A diplomat, and excellent negotiator.	<p>Knowledge of Charity Act law.</p> <p>Knowledge of ecclesiastical legislation.</p>
<b>Personal qualities</b>	<p>Proactive and resilient.</p> <p>Excellent interpersonal, written and oral communications.</p> <p>Demonstrates a good attention to detail.</p> <p>Thorough, effective user of IT.</p> <p>Well-organized and administratively self-sufficient.</p>	
<b>Other</b>	Able to travel around the Diocese and nationally when required.	An awareness/appreciation of the aims and values of the CofE.

*The Diocese of Derby intends to review job descriptions annually as part of the staff review process, to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.*

## TERMS AND CONDITIONS

Employer	Derby Diocesan Board of Finance Limited
Line Manager	Head of Property
Place of Work	Church House, Full Street, Derby DE1 3DR (some remote working as agreed with Line Manager)
Salary:	£26,750 per annum (£53,500 fte)
Working hours:	17.5 hours per week (some remote working possible, as agreed with Line Manager)
Duration:	Permanent
Holidays:	Full time holiday entitlement - 25 days plus statutory bank and public holidays. In addition, the DBF provide 5 further days paid leave which are to be taken on a discretionary basis as determined by the DBF. For part-time staff the total holiday entitlement will be calculated based on the number of hours worked.
Pension:	Based on Auto Enrollment qualifying criteria employer contributions equivalent to 10% of the gross salary into an approved personal pension plan, paid monthly. If the Church workers pension fund is selected 9.5 % of the gross salary will be paid into the pension fund and 0.50% will be paid to life insurance.
Sickness/Absence:	Company sick pay is paid during periods of absence and in accordance with company policy.
Expenses:	All reasonable working expenses will be met at the agreed Diocesan rates.
Termination	The appointment is subject to a six-month probationary period during which it may be terminated by either party by one week's notice. Following the satisfactory completion of the probationary period the appointment may be terminated by either party by three months' notice.

Signed by the Employee: ..... Date: .....

Signed by the Manager: ..... Date: .....