

JOB DESCRIPTION

Job Title: DIOCESAN CHURCHES INSPECTOR

Reporting to: Diocesan Admin & Property Manager

Based at: The Diocesan Office, Abergwili but significant travelling is required within the Diocese and occasionally outside the Diocese.

JOB PURPOSE

To assess the condition of all church buildings across the Diocese on a quinquennial basis and provide advice to each Local Ministry Area and the Diocese on priorities for action including support for implementation.

To work as part of the St Davids Diocesan Office team to provide a locally based inspection and advisory service for Local Ministry Areas throughout the Diocese.

KEY WORKING RELATIONSHIPS WITH:

- The Diocesan Churches and Pastoral Committee
- The Diocesan Property Committee
- The Diocesan Advisory Committee & the Care of Churches Officer
- The Archdeacons
- Local Ministry Area Clergy and Committees
- Local church representatives
- The Admin & Property Manager, Property Officer, Property Admin Assistant
- Other Diocesan Office Staff
- The Head of Property Services for the Church in Wales and the Property Services Department
- Local authorities
- Solicitors, agents, contractors, architects and other consultants

DUTIES AND RESPONSIBILITIES

1. Inspection of Churches

- a. To undertake or facilitate a five-yearly inspection of every church in line with the requirements for the Quinquennial Inspection of Churches agreed by the Diocese and Representative Body (45 churches per year)
- b. To undertake interim inspections as required and as requested by the Diocesan Care of Churches Officer and Churches & Pastoral Committee

2. Provision of Reports

- a. To provide all quinquennial reports to the Diocesan Care of Churches Officer for monitoring purposes
- b. To provide written inspection reports to each Local Ministry Area setting out the condition of each church (Maintenance, Repair and Improvement) over the following five-year period. Such reports shall be clear and understandable to lay people and help them decide priorities for mission and expenditure
- c. Produce a strategic plan for property for each Local Ministry Area, in partnership with the Local Ministry Area Council and using the Property Survey results. The Local Ministry Area Strategic Property Plan should identify the future requirement for existing church buildings, identify new opportunities and any churches that possibly need to be closed.

3. Co-ordinating external consultants

- a. To engage on behalf of the Diocese, suitably qualified external consultants to provide inspection reports for more complex buildings outside the expertise of the post holder as agreed with the Churches & Pastoral Committee and /or Diocesan Property Committee.

4. Providing advice

- a. To provide advice and guidance to Local Ministry Areas on all church building matters, the appointment of professionals, setting up contracts and project management. Such advice to coordinate with Provincial and Diocesan policies and standards
- b. To advise the Diocesan Care of Churches Officer on any matter relating to church property within the competence of the post holder

5. Developing maintenance and repair schemes

- a. Working with the Churches and Pastoral Committee develop appropriate and coordinated building maintenance and repair arrangements to support Local Ministry Areas.
- b. To oversee specific building projects on specific buildings as agreed with the Diocesan Property Committee

6. Redundant Churches (in partnership with the Care of Churches Officer)

- a. Monitoring of redundant church sites for insurance and risk purposes in partnership with the Provincial Closed Churches Officers.
- b. Organise any necessary safety works to redundant churches to protect the public from harm
- c. Investigate creative new uses for church buildings taking account of planning policies and local demand
- d. Working with community groups/housing associations on schemes for re-use where appropriate
- e. Develop Pilgrim church opportunities

KNOWLEDGE, SKILLS & ABILITIES:

Essential

- Chartered Building Surveyor or Architect or similarly qualified person with at least five years practical experience in the building industry.
- Good knowledge of historic and listed buildings and building conservation, preferably with a recognised building conservation qualification
- Ability/Experience to mentor the continuing professional development of the Diocesan Property Officer/Surveyor.
- Excellent interpersonal skills with the diplomacy necessary to deal with sensitive and sometimes controversial matters. A good team player.
- Experience of working through democratically organised procedures e.g. committee and board systems.
- Excellent communicator both written and oral with the proven ability to deliver clear, concise and useful reports.
- Good IT Skills with the ability to use computer software packages including Word, Excel and E-mail.
- Up-to-date knowledge of Health and Safety legislation, CDM regulations and other relevant statutory requirements
- Good financial acumen
- Well organised but flexible
- Experience of briefing and managing consultants, agents and contractors
- Must hold a current driving licence.

Desirable

- Empathy with the ethos of the Church in Wales
- Ability to speak Welsh

Diocese of St Davids

Diocesan Churches Inspector

Main Terms and Conditions

Hours of Work	34 hours per week, normally Monday to Friday although some weekend and evening work may be required
Term	Permanent
Salary	Diocesan Payscale F (£38,517.41 - £43,578.81)
Pension	The employer will contribute 15% of the employee's pensionable salary to the Diocesan Board of Finance pension scheme or to the employee's personal pension plan
Holiday	25 days per calendar year plus bank holidays. The holiday year runs from 1 January to 31 December
Location	The Diocesan Office, Abergwili, Carmarthen SA31 2JG
Expenses	All reasonable working expenses will be met at the agreed Diocesan rates
Probation	This post will be subject to satisfactory completion of a probationary period of 6 months

Note: As this is a new post, the functions and duties will be under review and may change from time to time after appointment.