

Job Description

JOB TITLE	Property & Asset Development Surveyor		
REPORTS TO	Director of Property Support	LOCATION	Hybrid
TEAM	Property Support Team	GRADE	LG5

JOB PURPOSE AND OBJECTIVES
<p>Under the direction of the Director of Property Support and in collaboration with Property Support and wider Connexional colleagues, provide professional guidance and support to Trustees on the planning, development and commercial potential for their property assets, singularly and collectively, to enable them to make informed choices and contribute to the promotion and delivery of the Methodist Church's Property Strategy.</p> <p>Supporting the Director of Property Support and Property Team colleagues through their specific areas of expertise in the provision and input into relevant forms of guidance, advice, communications, training and good practice for District Property Officers and the wider Connexion.</p> <p>Supporting the Director of Property Support through the provision of planning and development guidance and advice on the directly managed Connexional property portfolio.</p> <p>To ensure that the Methodist Council's strategies of aspiring towards an inclusive church and its net zero carbon strategy are embedded in all the work undertaken.</p>

JOB DIMENSIONS	
RESOURCES UNDER CONTROL	
Direct reports	<i>n/a</i>
Resources	<i>n/a</i>

ROLE ACCOUNTABILITIES

1. **Planning & Development Support to Trustees (individual properties):** Under the direction of the Director of Property Support and in collaboration with Property Support team and wider colleagues, provide direct guidance and support to Trustees on a property's or site's development or commercial potential. To help them make informed choices and develop opportunities to make the best use of their church properties and associated land for mission, growth and sustainability.
2. **Development & Asset Management Support to Circuit Trustees (Circuit portfolios):** Under the direction of the Director of Property Support, and in collaboration with Property Support team and wider colleagues, provide direct guidance and support to Circuits. Focussing on the development and commercial potential, and management of a circuit property portfolio to help them make informed choices and develop strategic plans for development, retention and disposal to deliver mission, growth and sustainability.
3. **Site & Property Appraisals:** Provide support to Trustees through undertaking, or evaluating (if by others), planning & development appraisals to enable trustees to be informed on the range of planning, legal, social, financial and environmental factors in their decision-making on the future of their property or portfolio.
4. **Business Planning:** Provide support to Trustees in assessing their property or portfolio potential, encouraging creativity, through providing guidance on commercial and business planning to ensure that the overall missional or commercial objectives are managed successfully, efficiently, professionally and sustainably.
5. **Research & Guidance:** Working with Property Team colleagues conduct research and keep up to date with market conditions, government policies and other related data and new or emerging opportunities, to help inform and compile property guidance and support provided by the Property Support team.
6. **Heritage Assets:** Working with the Director of Property Support and the Connexional Conservation Officer provide guidance and support to ensure the conservation and protection of historic or environmentally sensitive buildings and sites when considering their sustainable development potential.
7. Any other reasonable duties as required by the Director of Property Support.

Person Specification

GRADE LEVEL 5

	Essential	Desirable	Assessment Method
Education and Training			
Degree in a relevant related discipline	x		A + Q
Min. 5 years relevant post qualification experience in a relevant role related discipline	x		A + Q
Membership of role related professional body e.g. RICS etc.	x		A + Q
Proven Abilities, Knowledge and Skills			

Ability to convey & implement strategies and ideas for the use, development and management of properties, sites and property portfolios, offering practical solutions	x		A + P
Knowledge and experience in preparing development and viability appraisals, valuation advice, planning, marketing and disposal of property and development sites	x		A + P
Experience in negotiating heads of terms, construction and development contracts	x		A + I
Experience working with heritage assets including listed buildings and those in Conservation Areas		x	A + I
Excellent communication, interpersonal and influencing skills, including experience in presenting information to a range of internal and external stakeholders including committees	x		A + I
Experience in overseeing external professionals		x	A + I
Knowledge of charity law in relation to property		x	A + I
Experience of working for an organisation not driven by profit		x	A + I
Ability to work with minimal supervision, to plan and manage time effectively and prioritise multiple tasks	x		A + I
Ability to analyse complex information including financial and with good attention to detail	x		A + I
Personal Qualities			
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	x		A + I
Demonstrate awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life	x		A + I
Ability to work collaboratively with colleagues and others, including volunteers, throughout the Methodist Church	x		A + I
Professional and positive approach, with a commitment to professional development and self-improvement	x		A + I
This is a hybrid/remote working role, with the post holder required to be able to travel to our offices in London, Manchester and any other locations around the country as necessary. This may include some evening and weekend meetings as required	x		A + I

Method of Assessment: A – Application Form; I – Interview; W – Written exercise; P – Presentation; G – Group exercise; Q – Proof of qualification (certificates or transcripts)
(We reserve the right to assess any other aspects of the role in a format not previously described)

TERMS AND CONDITIONS

Health and Safety:	The post holder will be subject to the Methodist Council's Health and Safety policy						
Equal Opportunities:	The post holder will be subject to the Methodist Council's Equal Opportunities policy						
Physical Conditions:	Open plan office accommodation						
Remuneration:	£45,000 - 57,000 per annum						
Hours of Work:	<p>5 days per week</p> <p>The normal hours of work will be from 9.00am to 5.00pm with an hour for lunch. A flexi-time scheme is in operation, core working hours are 10:00am to 12 noon and 2:00 pm to 4:00 pm. With the prior agreement of the line manager, the working day may commence from 8:00 am and will finish no later than 6:00 pm. The flexi-time policy should be referred to for further information.</p> <p>Some flexibility in working hours may be required due to the nature of this post and the work of the Team. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p>						
Holiday Entitlement:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">During the first to fourth years</td> <td style="text-align: right;">25 days</td> </tr> <tr> <td>During the fifth to ninth years</td> <td style="text-align: right;">28 days</td> </tr> <tr> <td>During the tenth and subsequent years</td> <td style="text-align: right;">30 days</td> </tr> </table> <p>Plus Bank Holidays and an extra three days at Christmas and New Year.</p>	During the first to fourth years	25 days	During the fifth to ninth years	28 days	During the tenth and subsequent years	30 days
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During the fifth to ninth years	28 days						
During the tenth and subsequent years	30 days						
Sick Pay:	Entitlement in accordance with the Methodist Council's terms and conditions of employment						
Pension:	There is a pension scheme that all eligible lay employees will be auto-enrolled on to. Employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.						
Probationary Period:	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally six months.						
Season Ticket:	Season ticket loans are available after the satisfactory completion of the probationary period.						