

In-House Surveyor



encourage one another day after day

**September
2022**

Welcome



Our Union

The Baptist Union of Great Britain links more than 1,900 churches, 13 associations and 5 colleges across England and Wales. We are in exciting times, and our life together continues to be rich and varied. In all aspects of our Union, including national Council, trustee boards, staff and project teams across the UK, we look to bring together groups and teams of people for service in order to make real our mission. You can see more about our current work and the rich diversity of Union life on our website at www.baptist.org.uk.

In-House Surveyor - Main Purpose and Context of the Role

This is a newly created role within the Support Services Team of the Baptist Union of Great Britain ('the Union'). To date, the Union has made significant use of external surveyors, but we now wish to bring some of this work in house to reduce our external spend and at the same time broaden our capabilities to provide property-related advice to our member churches.

- This role will work closely with other people within the Support Services Team
- The Legal team which has considerable expertise on the law as it relates to church properties
- The Historic buildings team which supports our member churches with listed buildings and supports the Baptist Union Listed Building Advisory Committee
- The Commercial and Church Support Manager who oversees the disposal of property from closed churches and also oversees the Baptists Together Loan fund that provides finance to churches for property acquisition and improvement.

Next Steps

If, after reading this pack you would like to discuss the role before applying, please contact Tim Chowns, our Commercial and Church Support Manager, on 01235 517708.

Lynn Green, General Secretary Baptists Together

To date, the Union has made significant use of external surveyors, but we now wish to bring some of this work in house to reduce our external spend and at the same time broaden our capabilities to provide property-related advice to our member churches.



Local Baptist churches supported by regional associations, colleges, and specialist teams together in relationship for God's Mission

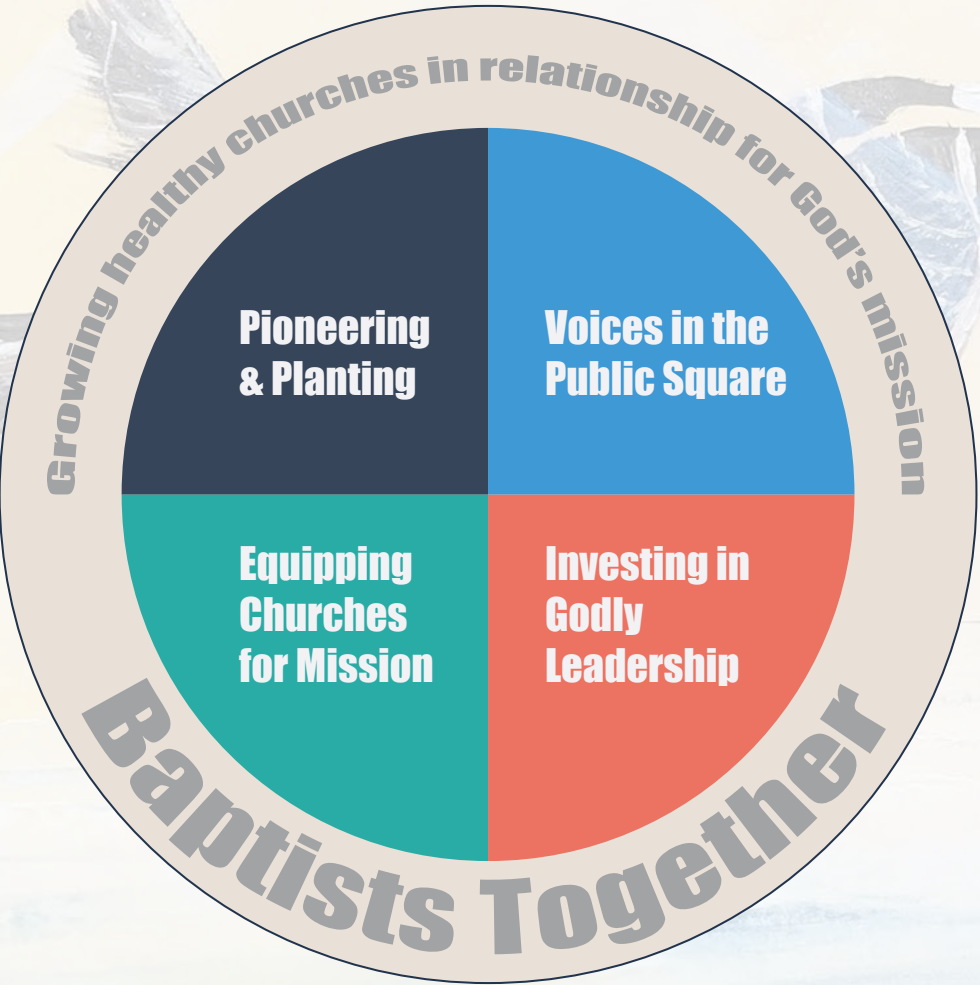
Our vision, culture and current priorities

Our vision as a movement is

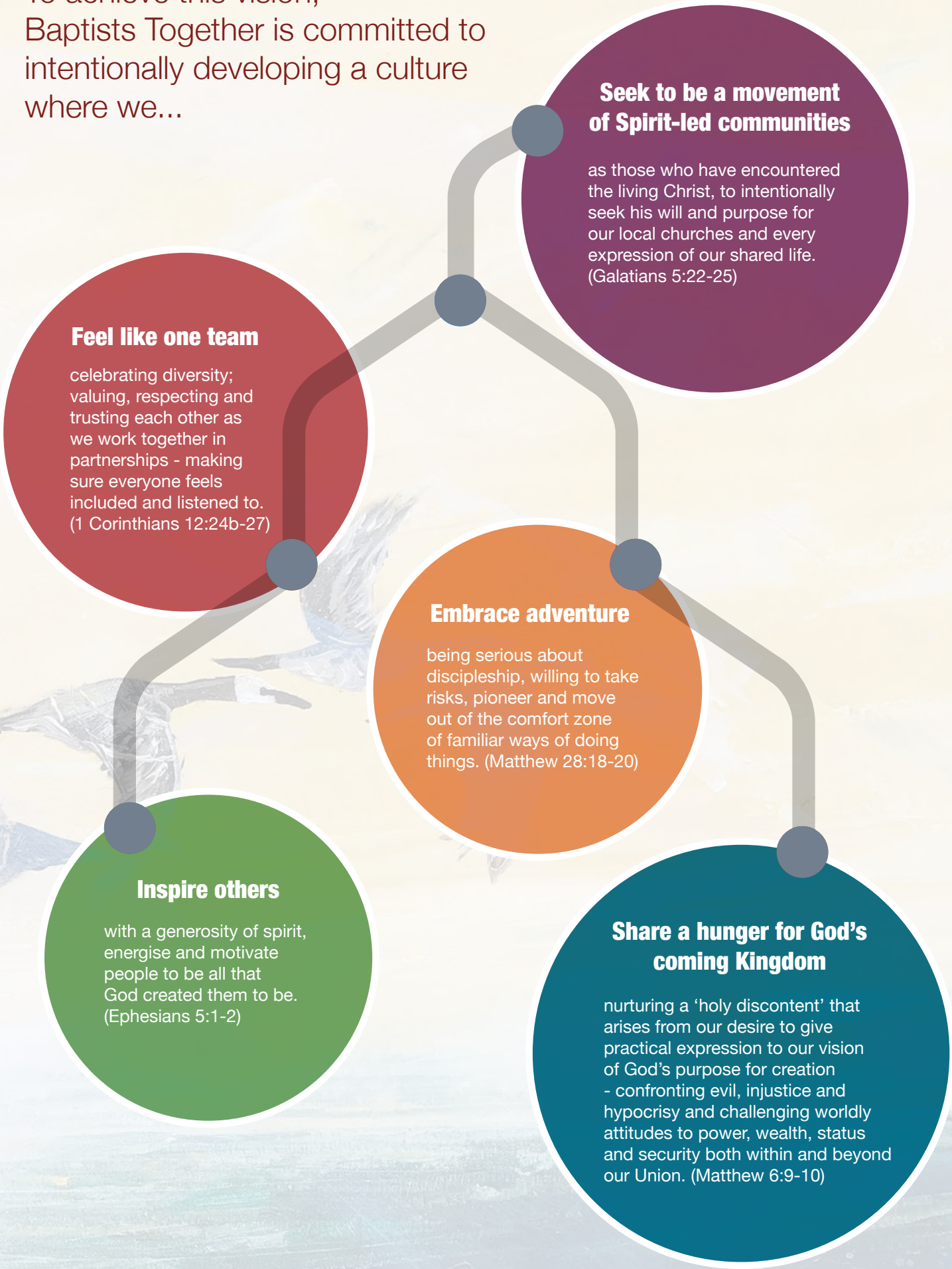
'Growing healthy churches in relationship for God's mission'

To do this, we believe that we must intentionally develop a Union that encourages and builds upon our relationships together as more than 1,900 member churches, 13 member regional associations and five member colleges, ie Baptists Together.

We seek to deliver our vision through...



To achieve this vision, Baptists Together is committed to intentionally developing a culture where we...



Role Profile – In-House Surveyor

Job title: In-House Surveyor
Reports to: Commercial and Church Support Manager
Direct reports: None
Location: UK, Flexible. Some travel to our office in Didcot, Oxfordshire will be required.



Main Purpose and Context of the Role

This is a newly created role within the Support Services Team of the Baptist Union of Great Britain ('the Union'). To date, the Union has made significant use of external surveyors, but we now wish to bring some of this work in house to reduce our external spend and at the same time broaden our capabilities to provide property-related advice to our member churches.

- This role will work closely with other people within the Support Services Team:
- The Legal team which has considerable expertise on the law as it relates to church properties.
- The Historic buildings team which supports our member churches with listed buildings and supports the Baptist Union Listed Building Advisory Committee.
- The Commercial and Church Support Manager who oversees the disposal of property from closed churches and also oversees the Baptists Together Loan fund that provides finance to churches for property acquisition and improvement.



SUPPORT SERVICES

Key Responsibilities

This role will be involved in the full range of the Union's property work, including:

- Providing Charities Act Section 119 reports for disposals of charity property. This will be for the Union, the Retired Baptist Ministers' Housing Organisation and member churches. (NB the Charities Act 2022 makes it possible for a suitably qualified staff member to carry out these reports).
- Advising on the best approach to disposals of property held by the Union and the Retired Baptist Ministers' Housing Organisation and the disposal of property of closed churches.
- Advising the Baptist Union Corporation and East Midlands Baptist Trust Corporation on the giving of consent for works on churches that they act as custodian trustee for.
- Supporting the Baptist Union Corporation in evaluating projects that are seeking support in the form of a loan. This may include ongoing monitoring or larger and more complex projects.
- Creating, reviewing and updating our guidance leaflets relating to church property and property-related matters (see The Baptist Union of Great Britain : Legal and Operations (BUC) Guideline Leaflets for the current guidance leaflets).
- Providing guidance and high-level advice to churches contemplating development projects on their premises. This will include helping them consider the high level issues and engage the appropriate professionals to support their plans. It is not anticipated that the postholder will be deeply involved in individual projects on an ongoing basis.
- Providing ad-hoc guidance on property matters to member churches. This could include property acquisition and disposal, maintenance issues, appointment of architects and surveyors, etc.
- Carry out condition surveys for properties owned by Baptist Union of Great Britain and the Retired Baptist Ministers' Housing Organisation.
- If within the competence of the postholder, they may carry out a limited number of quinquennial inspections of churches.

In some cases, the In-House Surveyor will carry out the above listed activities themselves, whereas in other situations they will oversee the work of external surveyors where external expertise is required or it is more cost effective to use an external party.

Changes to this role profile

It is important to note that as this is a new role, we anticipate working with the appointed individual to develop the appropriate mix of activities that will best meet the needs of the organisation and fit with the skills of the individual appointed.

This role profile is designed to be illustrative rather than exhaustive. The Baptist Union may add to the responsibilities of the In-House Surveyor any tasks or activities that they see as relevant and appropriate to the role and will discuss any such additions with the post-holder.



Personal Attributes and Experience



We will be looking for a range of skills, experience and abilities for this role, which are summarised below:

Essential

- A chartered surveyor or equivalent.
- Experience of residential property valuation, including writing S119 reports.
- Experience of valuation of non-residential property.
- Understanding of how churches (and ideally Baptist churches) operate.

Desirable

- Experience of working with church buildings, church halls and other similar properties.
- Experience of dealing with planning and listed-building consents for non-residential property.
- Experience of non-residential development projects.
- Experience of carrying out maintenance surveys and/or quinquennial surveys.



What are we looking for?

- A motivated self-starter who can work productively without requiring constant supervision.
- A team player who can work collaboratively with colleagues and suppliers with complementary skills and experience.
- A service mindset with a drive to provide an excellent support service to customers.
- A clear communicator who can explain complex technical issues in a comprehensible way for people with limited technical understanding.
- Good written and spoken communications and able to build rapport with a wide range of individuals
- A creative problem-solver who can help churches consider a range of different options

Christian ethos

The Baptist Union of Great Britain is an evangelical Christian denominational body and as such, it is important that you can show an understanding of the ethos and values that we work to, as described earlier in this role profile.

Salary and practical arrangements

This role is offered on a full-time basis, but we are willing to consider some flexibility in hours for the right candidate.

Salary and Practical Arrangements

The starting salary for the role is based on a full time equivalent of £35,000 to £37,000 per annum, plus benefits include pension contributions and 22 days holiday entitlement (plus public holidays and up to 6 extra days during the year).

We provide good training and development support for new joiners, and on an ongoing basis, as well as regular feedback on performance and progress.

How to apply

To express your interest, please send a current copy of your CV and a covering letter explaining why you are interested in the role to Rachel Stone, HR and Safeguarding Team Leader, at the email address or postal address shown below:

Email: opportunities@baptist.org.uk

Post: HR Team
Baptist House
PO Box 44
129 Broadway
Didcot, Oxon
OX11 8RT

If you would like to discuss the role before applying, please contact Tim Chown, our Commercial and Church Support Manager, on 01235 517708.

Closing date for applications is Monday 17 October 2022 and first interviews will take place at Baptist House at the address above in the week starting 3 November 2022.



baptist.org.uk

The Baptist Union of Great Britain

Charitable Incorporated Organisation with registered
charity number 1181392

Registered and Principal Office: Baptist House,
129 Broadway, Didcot, Oxfordshire OX11 8RT.