



Growing an international community to reach a multicultural society for Christ

Job Advert: Buildings & Property Manager, All Souls Langham Place (permanent)

In the heart of London's West End All Souls Langham Place is a conservative evangelical Anglican parish with a large and diverse congregation. Centred on All Souls Church our ministries operate out of multiple locations around the parish. We want God to use our rich inheritance, our exciting location and our diverse membership in the extension of His Kingdom. This is reflected in our church vision: 'Growing an international community to reach a multicultural society for Christ'.

All Souls welcomes around 2,000 people to its morning and evening services each Sunday, with a core membership of around 1,500. Our congregation is made up of around 60 nationalities and includes a wide range of ministries in the parish, city and further afield.

Centered around All Souls Church, the iconic Grade 1 listed Nash church adjacent to Broadcasting house, the parish contains one other Grade 1 listed church, St Peter's Vere Street, as well as St Paul's Robert Adam Street, a church, office and residential complex near Manchester Square, and a community centre in Cleveland Street. All Souls also has 21 locally situated residences owned and leased by the parish.

1. The Job

As a senior member of the Administration Team the post-holder will be responsible for running the All Souls Buildings and Property Department.

Reporting to the Church Manager and working closely with the Buildings Committee the post-holder will be responsible for developing and overseeing the Buildings Department strategic plan, including the Buildings Department budget. They will also be responsible for setting up and overseeing the Department asset and facilities management plans.

The post-holder will be responsible for project planning and oversight, for supervision of the Buildings Team (including oversight of the Facilities/Operations and Maintenance roles).

The post-holder will also build close and effective working relationships with the Diocese (DAC, Diocesan Property Department, Archdeacon's office etc), parish committees, staff teams and stakeholders, the latter including local organizations and estates.

The role is graded Band 6 at an annual salary from £34416, depending on experience, inclusive of London allowance. Annual discretionary scale increases and cost of living increases are decided by the board each April. There is an auto-enrollment pension scheme. The holiday allowance is 25 days plus bank holidays, and the church offers a range of other benefits including training grants, a life insurance scheme and discounts on church activities.

In common with the rest of the staff team the post-holder will be expected to play a full role in the daily Christian life of the staff team, including membership of a staff fellowship group, regular attendance at fortnightly Prayer Gatherings and at least enough presence at Sunday Services to know and be known by the church family.

2. The Person

<i>Attribute</i>	<i>Essential</i>	<i>Desirable</i>
<i>Education/ Qualifications</i>	<ul style="list-style-type: none"> • Degree level qualification in a properties/facilities management field • Professional membership of a suitable professional body eg BIFM, RICS 	
<i>Proven Skills</i>	<ul style="list-style-type: none"> • Experience as an Estates Manager with an ability to develop and oversee Asset and Facilities Management plans • Experience of running buildings projects from concept to completion • Experienced in financial management and control and risk management • Experienced team supervisor with good communication skills • Development and maintenance of contractor & consultant lists. • Excellent overall IT and computer skills 	<ul style="list-style-type: none"> • Google Apps for Work • Church of England planning and approval processes • Listed Building projects • Experience of buildings management software • Experience of working with volunteers • Experience in contract negotiation with consultants and contractors
<i>Personal Qualities</i>	<ul style="list-style-type: none"> • Totally committed to the evangelical Christian stance and mission of All Souls Church • Excellent inter-personal and communication and persuasion skills used orally informally, in presentations and in writing • Excellent organizational & time management skills • A structured approach, able to work on both the strategic and pay attention to detail. • Ability to prioritize and use initiative to balance the various demands of the job. • Logical methodical thinker demonstrating creative problem solving skills, including a capability of developing unorthodox solutions. • A servant-hearted focus. • A flexible team player • Committed to working within the Governance and Planning structures of the Church of England and the requirements of other regulatory regimes 	



3. Outline of role:

The Buildings & Property Manager (along with his or her team) is responsible for all aspects of running the All Souls Parish estate: two Grade 1 listed churches, one further church, one community centre and 21 locally situated residences (flats and one house mostly owned and rented by the Parish) situated in the centre of London.

The post holder will supervise, and work closely with, the Facilities Coordinator and other Building Team members.

Responsibilities include:

Strategic Planning. Working closely with the Buildings Committee and Church Manager develop and run the Facilities Management Plan (FMP) using the existing Buildings Survey and Quinquennial reports to ensure that property assets are:

- suitable for their intended purpose
- perform their function safely and efficiently
- have their value protected.

This will include financial oversight of the buildings department budget (and will require completion of a Needs Review and Asset Management Review as a priority)

Building Projects. Using the buildings team and external contractors as appropriate plan and oversee the upgrade, repair and maintenance of the Estate based on the FMP. This will include budget planning and financial management of projects. This will involve close working with the relevant planning authorities and, where churches are involved, the Diocese (DAC, Archdeacon's Office, Diocesan Property Department).

Team delegation and supervision. Line-manage the Facilities Coordinator and Building Team staff members (and other roles that may be added to the team) to ensure all daily and medium-term tasks allocated to the Buildings Department are completed in a timely, cost-effective and safe manner. This will involve and in-depth understanding of Buildings Team roles and work-loads. The Buildings Team also works with church volunteers who will need to be supported alongside regular team members.

The Buildings and Property Manager will be responsible for assessing their own involvement in day to day tasks in support of Buildings Department tasks.

Communication. As head of the Buildings Department represent the Department on relevant committees and working groups. Communicate with the wider staff team and church family on buildings and property matters. Build contacts with neighbouring Property Teams and businesses, including the Diocese of London, BBC, Howard de Walden Estates, Portman Estates etc.

Wider staff team. As a senior member of the church staff team participate fully in the Christian working life of the staff team, including staff prayer groups, general meetings and those tasks that fall to staff members in support of the church family including, but not limited to, help at key annual events (such as APCM, Senior Members Days, Staff away days and Gift Sundays).

All Souls Church, Langham Place
2 All Souls Place, London W1B 3DA
Tel: 020 7580 3522
Website: www.allSouls.org



4. Application Process

If this role is of interest to you please download and complete an application form from the church website at www.allSouls.org/vacancies, and send it along with a CV and covering letter explaining why you feel you would be suitable for the role to recruitment@allsouls.org.

Informal enquiries welcomed by Monty Erskine at monty.erskine@allsouls.org

5. Dates

Application deadline: no deadline

Interviews: by arrangement

Start date: by arrangement