



JOB DESCRIPTION

Title of post:	Presbytery Buildings Officer.
Responsible to:	Property Committee of the Presbytery of Glasgow, with Presbytery Clerk as Line Manager.
Date:	April 2018.
Main purpose of post:	The Buildings Officer will support the Property Committee and its Convener in the oversight of all property related matters within the Presbytery bounds, and will advise the Business Committee on property matters. Liaison with outside bodies such as architects and surveyors, and responding to enquiries from congregations are also expected.

MAIN DUTIES

- Attendance at Presbytery Property Committee meetings (nine evenings/year) and at Presbytery meetings (nine evenings/year) as required.
- Undertaking walk-round surveys of church premises in a rolling programme (approximately 16 surveys/year) and completion of pro-forma report for each.
- Commissioning of external architects and surveyors to carry out more detailed surveys (approximately 16/year) in a rolling programme, and ensuring that these are completed and the reports submitted timeously.
- Responding to enquiries from congregations regarding buildings, and giving appropriate advice, including advising on the need for further professional advice from architects, engineers or surveyors.
- Visiting and inspecting churches and manses on request, as and when required.
- Attendance at meetings when a congregation within the bounds is meeting with the General Trustees of the Church of Scotland.
- Liaising with the General Trustees and the Church of Scotland Insurance Company as required.

Additional duties

- Attendance at any additional meetings not detailed above as invited.
- Assisting Property Convener in vetting applications to Presbytery for fabric repairs.

- Representing the Presbytery Clerk at Church Buildings Renewal Trust meetings.
(Six lunchtime meetings/year in Glasgow).

PERSON SPECIFICATION

Skills, abilities and knowledge	Essential	Desirable
Thorough knowledge of current buildings legislation and best practice.	✓	
Working knowledge Church of Scotland regulations with regard to buildings, or else the ability and willingness to attain it.	✓	
Experience of working with historic/listed buildings.	✓	
Ability to undertake risk assessments when required.	✓	
Knowledge of Church of Scotland structures, particularly at congregational and Presbytery levels.		✓
Personal Qualities		
Ability to communicate effectively with others using highly developed interpersonal skills, particularly in relaying complex technical information to local parties.	✓	
Open to and able to evidence different ways of working and new initiatives.	✓	
Positive and enthusiastic with the ability to enthuse and encourage others.	✓	
Ability to work unsupervised with readiness to use own initiative.	✓	
Proven ability to work collaboratively with colleagues and contribute to effective team working.	✓	
Qualifications and training		
Qualified Architect, Building Surveyor or similar	✓	



Terms and conditions

- It is preferred that these duties should be undertaken on the basis of fee-paid consultancy, with the appointee being responsible for organising and funding his/her own professional indemnity and public liability insurance. On this basis Presbytery will pay consultancy fees up to a total of £22,000 per annum (including VAT).
- If appropriate, consideration will also be given to engaging the Buildings Officer as a salaried employee of Presbytery, with the overall salary paid being reduced to enable Presbytery to meet the costs of insurance, NI, pension contributions etc. within the same overall budget.
- This is a part-time post, equivalent to 20 hours per week worked flexibly over the course of the year. Some evening/weekend work will be required.
- This post is home based with travel throughout Presbytery required. It is important for the individual to be based within, or within easy travelling distance of, the Presbytery bounds.
- Reasonable travel expenses will be reimbursed on a monthly basis.