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**Diocese of Coventry**

**Diocesan Housing Surveyor**

**21 hours per week.**

**£24,439.80 per annum (£40,733 pro rata) plus 8.5% Employer Pension Contributions**

**Contractual Location is the** **Diocesan Offices in Coventry (Hybrid working will be considered)**

**The Role of Diocesan Housing Surveyor**

We are looking for someone who can work alongside the Diocesan Property Manager, and Property Officer, to assist in the management of the Clergy Housing stock comprising of 160 houses across Coventry and Warwickshire.

**The main responsibilities of the of Diocesan Housing Surveyor**

 **are:**

* Inspect Clergy houses and assess repairs and improvements necessary in compliance with Coventry Diocese Clergy Housing Standards.
* Implement the recommendations of the property reports.
* Arrange property inspections and implement the required works with the agreement of the Property Manager.
* Address reactive repairs and ensure works are undertaken and completed in accordance with the Housing Standards.
* Prepare schedules of work and cost budgets, agree these with the Property Manager before tendering to approved contractors.

**What we are looking for in a Diocesan Housing Surveyor:**

* Driving Licence with access to own car
* Previous experience of managing small works contracts
* Working knowledge of residential building defects and their resolution
* Proven awareness of health and safety with regard to building management and works contracts.
* Being responsible for the day-to-day maintenance of properties whilst remaining within budgetary and time constraints
* Degree Level or relevant experience commensurate to the role
* Evidence for continuing professional development.
* Familiarity using a modern Property Management software package.

**This post reports to the Property Manager and is based in the Diocesan Offices in Coventry.**

Full job description and Person Specification are available from <https://coventry.anglican.org/about/vacancies/>

For an informal discussion regarding this role, please contact (Nigel Campbell, Nigel.Campbell@Coventry.Anglican.org, 07958 623132)

Closing date for applications: (24th May 2024)

Interviews will take place at the Diocesan office: (13th June 2024)

Please send completed applications to:

Email: Debbie Niblett at Debbie.Niblett@Coventry.Anglican.org

or

Post: Debbie Niblett, HR Advisor, Cathedral & Diocesan Offices, 1 Hill Top, Coventry CV1 5AB.