

Appointment of

# **PRESBYTERY BUILDING OFFICER**

# **CLÈIR EILEAN Ì: HIGHLANDS AND HEBRIDES**

General Trustees

Closing date – 12 noon Thursday, 3 October 2024

Job Reference Number: 19/24

Responsible to: Head of Buildings and Projects



## About the Church of Scotland

The Church of Scotland is a national Church providing ministry, care, witness and service across the whole of Scotland and engaging in other parts of the UK and across the world. It has been a significant part of the life of Scotland for more than 450 years. As well as providing worshipping communities of faith that testify to the truth and relevance of the Christian faith, it also plays a significant part in community life of Scotland in a variety of ways and adds significantly to its social capital.

The Church of Scotland today works in partnership with others, including churches from around the world, ecumenical partners, interfaith networks, charities and individuals. It engages with government and civic society, believing that the Good News of Jesus is relevant within the spheres of politics and decision-making, as well as in our local communities and congregations.

## Central Services Committee

Providing the support functions to the Church and to the councils of the Church, the Central Services Committee (CSC) recruits for areas such as Central Properties, Human Resources, IT, Law and Office Management.

Central Services also supports recruitment for the Office of the Assembly Trustees, the Office of the General Assembly, the Faith Action Programme, as well as other committees, to provide support in areas of administration, outreach and strategy.

As staff working in the national offices of the Church of Scotland we aim to provide excellent professional services to support the work of the wider Church and its committees, presbyteries and congregations throughout Scotland, the United Kingdom and across the world.

Our six values, in equal order of importance, are:

Grace - Acting with humility in all our endeavours

Integrity - Acting with honesty, responsibility and accountability

Respect - Valuing others, ensuring inclusiveness and equality

Professionalism - Demonstrating commitment and striving for excellence

Collaboration - Working together to connect and communicate in an open and transparent environment

Innovation - Thinking creatively about building for the future and embracing change

We are committed to each of our six values in all that we do and this informs our attitude to working together.



# OUR VALUES

**GRACE**  
**INTEGRITY**  
**RESPECT**  
**PROFESSIONALISM**  
**COLLABORATION**  
**INNOVATION**



## About the Role

The General Trustees are the property-owning arm of the Church of Scotland. The main aim of the Trustees is to assist the mission of the Church through their buildings and land. The trustees have an extensive wide-ranging portfolio of buildings and land throughout Scotland which they manage on behalf of local congregations. The General Trustees are supported by professional staff mainly based in their offices in central Edinburgh – these include, surveyors, solicitors, health and safety and fire safety advisors, and a business support team.

The Trustees fund a Presbytery Buildings Officer for each of the Presbyteries throughout Scotland. Each Building Officer is home-based and works throughout their Presbytery.

There is currently a team of six Building Officers and this number is being expanded to cover all Presbyteries throughout Scotland. The Building Officers are line managed by the Head of Buildings and Projects, based in Edinburgh.

The Building Officers benefit from the flexibility of home working whilst being part of a supportive team of like-minded and enthusiastic professionals.

The Building Officers are an important part of the Presbytery team. The day to day caseload is reviewed agreed with Presbytery in order to assist them with delivery of their Mission Plan.

The role provides a fantastic opportunity to be involved with the care of a unique and extensive property portfolio and to help influence how these buildings are used in the future.

## Context of the role

The Presbytery of Clèir Eilean Ì represents the Church of Scotland in the Highlands and Islands, serving over 100 Christian congregations across more than 40% of Scotland's landmass.

Clèir Eilean Ì was formed on 1st January 2024, out of the coming together of nine previous Presbyteries, from the Mull of Kintyre to John O'Groats, and from the Western Isles to West Moray. Island churches, rural churches, town and city churches, all united in mission and ministry. A new way of being church; and a major part of the restructuring of the national Kirk across Scotland. A Transition Team, with representatives from all nine of the uniting Presbyteries working together, led to the General Assembly approving this new expression of Church. The Presbytery itself is made up of ministers and elders from across the area staying true to their ordination vow to "...seek the unity and peace of this Church... and to take your due part in the administration of its affairs."

The role of the Presbytery in the national church is to:

- Encourage worship, ministry and mission in the presbytery area
- Strengthen and support local congregations and their ministries
- Provide oversight of congregations, ministers and elders

Further information can be found on the Presbytery website at <https://cei.presbytery.org.uk>

Within presbytery we are working to implement our Mission Plan through the closure of some of our much-loved buildings and the rejuvenation of others. The fabric condition of these buildings varies - many are considered good, some are fair and a few require significant investment and repair. The overall vision is of a Church estate which has 'well-equipped spaces in the right places.'

As church buildings are such important, visual symbols of the presence of the Church of Scotland, and much of its spiritual life and social engagement happens in and around them, it is considered that there is now a great opportunity to develop them further as modern places of worship and community, while also addressing their significant repair needs and improving engagement with them as part of the wider, historic, built environment.

Due to the large geographical region covered by Clèir Eilean Ì, it is proposed that in addition to the recruitment of a Presbytery Building Officer, a number of consultancy agreements will be implemented to provide localised support for congregations. The successful candidate will be involved in the procurement of the consultancy agreements and going forward responsible for managing and overseeing the consultants. The areas to be covered by consultants will depend on the home location of the successful candidate.

# Role description

## **Title of Post:**

Presbytery Buildings Officer

## **Responsible to:**

Head of Buildings and Projects

## **Purpose of Post:**

To assess, record and monitor the condition of ecclesiastical buildings within the bounds of the Presbytery and help congregations plan and prioritise their fabric repairs and improvements. This role will also provide congregations within the presbytery with advice on property matters including improvements and new developments.

## **Key Objectives**

The key objectives of the Buildings Officer role are to support the presbytery and congregations in:

- discharging their maintenance and statutory compliance responsibilities in respect of the ecclesiastical buildings within their bounds and care, including the undertaking of inspections
- improving and developing their church buildings and facilities to be fit for purpose for the needs of their ministry and mission
- implementing various programmes of planned, cyclical and legally required maintenance to their buildings

The post-holder must have a strong blend of professional and administrative qualities, particularly the ability to work constructively with a wide range of stakeholders, including ministers, volunteers, consultants, contractors, church workers and statutory bodies. The role-holder will support congregations in producing and delivering planned preventative maintenance plans for their church and ancillary buildings.

## **Main Duties**

The day-to-day responsibilities of the Buildings Officer will be to:

- Carry out condition surveys of ecclesiastical buildings and prepare written reports using standard forms, and undertake dilapidation inspections of redundant buildings.
- Help congregations organise church property reactive repairs and maintenance, which will involve engaging with a wide range of suppliers and building contractors. Assist congregations to ensure building maintenance and development projects remain within agreed scope and approved funding parameters.
- Help congregations organise and report on programmes of planned, cyclical and legally required maintenance based on five-yearly inspection reports, condition surveys and ensure relevant compliance responsibilities are drawn up and implemented with due consideration of available funds and resources.
- Review applications for financial assistance for fabric works from congregations to assist presbyteries in forming a recommendation for approval or otherwise.
- Help congregations ensure that contractors comply with standards for health and safety management on all projects, including: establishing clear working practices consistent with the General Trustees Safe Buildings Team; monitoring for adherence at critical junctures throughout a contract; reviewing on completion; and effecting improvement in future practices through informed comments from contractors, end users and external consultants.
- Act as the first point of contact for all building- related queries from congregations across Prebytery.
- Instruct and manage the consultants appointed to provide Presbytery Building Officer services, overseeing the advice provided to ensure consistency across the Presbytery.
- Maintain a project database for maintenance contractors (including large, one-off projects) with continued monitoring against programme, cost plans, quality and safety standards.
- Undertake periodic reviews of service delivery, attending to direct complaints of procedural failure, and implement with a consistent approach the improvement to operational structures and processes identified as necessary and representing value for money

## Person Specification

The successful candidate will be a qualified chartered member of either RICS, RIAS, RIBA or CIOB (or equivalent body,) with at least three years post-qualification experience, with a commitment to continuing professional development. It is also essential that the successful candidate has:

- experience of planning and decision-making processes within a large and complex organisation
- knowledge of cost estimating, negotiating tenders, financial monitoring and control
- knowledge of instructing and overseeing repair and refurbishment works, undertaking property inspections and reporting, assessing building audits, and managing professional consultants
- knowledge of statutory compliance regulations, planning and building regulations and procedures, and experience of working in listed buildings
- knowledge of procurement and contractual practices and procedures
- strong interpersonal skills, to help persuade congregations that it is vital to the future of their church and community to invest time and energy into ensuring their church building and ancillary buildings are compliant and well- maintained
- the capacity to work and make decisions with a high level of personal discretion
- experience in managing consultants

Applications will be assessed in respect of the above criteria.

Due to the major emphasis on visiting churches and working outside of the office, the successful applicant will have a valid driving licence and access to a private, appropriately insured vehicle.



## Employment Benefits

As a member of staff within the CSC, you will be able to access a number of benefits. All eligible CSC employees will be automatically enrolled into a defined contribution pension arrangement where you will be auto-enrolled at the default rate of 2.5% employee contribution and 14% employer contribution. You will have the option to reduce your contribution or opt out of the scheme.

### Current Pension Contributions

Employee Contribution	Employer Contribution
0%	11.5%
0.5% and less than 2.5%	11.5%
2.5% and above	14.0%

You will also have access to our Employee Assistance Programme, Occupational Sick Pay, enhanced family friendly policies, Flexible Working Policy, Hybrid Working Policy, Cycle to Work Scheme, Chaplaincy Service and Death in Service Benefit.

This post is home-based. IT, safety and surveying equipment will be provided.

The Employer will pay for membership of a professional organisation - RICS, RIAS, RIBA or CIOB (or equivalent body).

## Terms and Conditions

- The salary scale for this post is £49,350 - £54,600 per annum. The successful applicant will start on point 1 of the scale and will progress on an incremental basis on 1 July of each year.
- This is full-time permanent post. The contracted hours of work are 35 hours per week, to be worked over seven days and this may involve some evening and weekend work. The post holder will, however, be expected to work such hours as are required for the efficient and conscientious discharge of their duties and responsibilities.
- The post will be home-based but will require extensive travel throughout the geographical area of the presbytery, including occasional trips to The Church of Scotland's national offices at 121 George Street, Edinburgh.
- There are 26 days annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. This provision increases to 31 days after five years' service. There are also nine statutory holidays – three of which are floating days.
- The national offices at 121 George Street, will close for the period 25 December reopening on the first working day after the 2 January or if 2 January is on a weekend, the first working day after the substitute public holiday. Staff must use three days of annual leave; or accrued time off in lieu (TOIL); or Flexi-leave; to cover this period.
- The successful applicant will have the opportunity to join a defined contribution pension scheme.
- It is essential you have the right to work in the UK before applying to work with us. You will be asked to provide proof of your eligibility to work and remain in the UK if you are invited to attend for an interview.

In order to comply with the Asylum and Immigration Act 1996, the successful candidate, will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.

An employment medical check will be undertaken as part of our recruitment process.

**For a confidential discussion regarding the role, please contact Katharine Isherwood, Head of Buildings and Projects, [kisherwood@churchofscotland.org.uk](mailto:kisherwood@churchofscotland.org.uk)**



## How to Apply

Applications should be sent by email to **recruitment@churchofscotland.org.uk** and must be received by 12 noon on the closing date.

Applications should comprise:

- A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role outlined in the job description. Please provide reference contact details for your last two periods of employment (this would normally be your direct line manager/supervisor). If you have had more than two employers in the last three years, please provide referee contact details for that period. References will not be contacted until later in the process.
- A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.
- A personal information form, to be downloaded and attached.
- Applications without a CV, personal statement and personal information form will not be taken forward in the process.

Each document should be a maximum of two sides of A4. For more information on any of our roles, please contact **recruitment@churchofscotland.org.uk**

