

Faith in  
our Future

Diocese of Monmouth  
Esgobaeth Mynwy



Esgobaeth Llandaf  
Diocese of Llandaff

Mae Ffydd Yn Cyfrif | Faith Matters

Llandaff and Monmouth diocese

# Senior Church Buildings Surveyor



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# Senior Church Buildings Surveyor

The Dioceses of Monmouth and Llandaff are looking to appoint a Senior Church Buildings Surveyor experienced in listed and historic buildings.

The Senior Surveyor will shape and lead a new property team which will include -

- Junior/Graduate Surveyor to share the survey work,
- Grants and Funding Officer to source grants and help local churches to fundraise for their church buildings, and,
- DAC Secretary to manage the permissions system which operates instead of Listed Building Consent.

This new team will be able to offer a complete property service to support our churches and will make a significant difference to an exceptional body of historic church buildings across South Wales.

We are looking for a Chartered Surveyor with a passion for church buildings and an innovative approach to ensuring our churches are fit for a positive future to share with generations to come. This exciting new role is a varied and rewarding position linking the practicalities of maintaining and restoring these much-loved buildings with the vision and aspirations of our church communities across South Wales. The role will involve frequent travel to a diverse range of significant and highly valued church buildings, located at the very heart of our villages, towns and cities.

# The Successful Senior Buildings Surveyor

The successful Senior Church Buildings Surveyor will have the opportunity to shape an enthusiastic team responsible for a broad range of tasks, with a particular emphasis on producing quinquennial condition surveys on church buildings.

A key aspect of the role will be working to support local volunteers to maintain, repair and develop their church buildings so that these important community and historic buildings are sustainable for the future. The Church in Wales is committed to reducing carbon emissions and the dioceses are supporting all our churches towards achieving Eco Church status.



# Property Team

The new property team represents a significant increase in resource for our churches. The Senior Church Buildings Surveyor will head the new property team and will have an opportunity to shape the roles to ensure that the team is as efficient and effective as possible.

## DAC Secretary

The team already has an experienced and dedicated DAC Secretary who is familiar with the church buildings, clergy and local volunteers across both dioceses.

The DAC Secretary provides a first point of contact for churches when they are undertaking faculty applications. The DAC Secretary manages the Online Faculty System and supports and co-ordinates the work of the Diocesan Advisory Committee.

As the faculty process replaces Listed Building Consent for churches, the team will be able to provide joined up advice from the condition survey and through the final permissions for works.

## Junior/Graduate Surveyor

The Senior Church Buildings Surveyor will have the opportunity to recruit for a Junior/Graduate Surveyor to share the survey and advice work. Recruitment for this post will start once Senior Surveyor has been appointed.

## Grants and Funding Officer

Local volunteers and communities are often passionate about their church buildings, but repair and development works can be hindered by a lack of funding. To ensure the team is able to effectively support the works from inception to completion, the team will include a Grants and Funding Officer who will specialise in grants for buildings.

Funding is in place for all roles as full-time positions.

# Who we are

The Dioceses of Llandaff and Monmouth are two of the six Anglican dioceses of the Church in Wales. Together, the dioceses cover the southeast corner of Wales from Chepstow and Monmouth in the east to Port Talbot and Neath in the west. The area includes the cities of Newport and Cardiff, the South Wales Valleys and the rural areas of Monmouthshire and the Vale of Glamorgan.

The role benefits from a hybrid working pattern involving travel across South Wales on a regular basis. The property team will also have full access to office space and resources at our friendly diocesan offices as required.

## Church Surveyors within the Church in Wales

All other dioceses of the Church in Wales also employ at least one Church Buildings Surveyor. In addition, the national Church in Wales (known as the Representative Body) also has a property department that supports dioceses and looks after closed churches. Dioceses in the Church in Wales work closely together and there is a network of surveyors that provides support, advice and peer learning.

# Our historic church buildings



Across both dioceses there are 380 church buildings. 46 of these are Grade I listed, 83 Grade II\*, 114 Grade II and the remainder unlisted. They include churches such as -

The 13th century St Nicholas, Grosmont which has links to Henry III and much later the Rolls family of the Hendre.

The 12th century St Mary's Priory, Usk founded by Richard Strongbow de Clare between 1154 and 1170. It retains its original Norman nave and crossing tower and houses a beautifully decorated organ designed for Llandaff Cathedral as part of the 19th century restoration.

St Cadoc's Llanancarfan, the fabric of which dates to the 12th century but it replaced an early monastery dating back to at least 650AD and founded by St Cadoc. The church contains an exceptional collection of medieval wall paintings which were uncovered during restoration in 2008.

The decorated gothic St Cathrine's Pontypridd was built by John Norton in 1868 and is influenced by GE Street's St James the Less in Westminster. The internal structural polychromy is extremely impressive and is recognised in its grade II\* listing.

Both dioceses have a Cathedral which is considered the 'mother church' of the diocese and they host important events and services to mark local and national occasions.

Llandaff Cathedral, dates from the 12th century but displays several high-quality restorations most notably from the 19th Century by Pritchard and Seddon and post-war by George Pace, following damage in the Cardiff Blitz.

Newport Cathedral retains a significant amount of Norman fabric constructed around 1080, particularly within the nave and the distinctive nave arch. Newport Cathedral has also undergone several restorations but, on entering, the most striking is from the 1960s by APR Caroe with the east window and mural designed by John Piper and painted by the scenery painters of the Royal Opera House in Covent Garden.

This is just a small selection of the historic church buildings within the dioceses that the new property team will help to preserve and enhance.

Many of our churches that are less historically and architecturally significant provide an important community resource. In addition to being used for worship, the buildings are home to foodbanks, night shelters and other social action projects. They are located within much-loved churchyards, and they host thousands of baptisms, weddings and funerals each year.

# Job Description

## Job Title

Senior Church Buildings Surveyor

## Salary Grade

£50,605 - £53,978 per annum

This is a full-time (37.5 hours per week), permanent position, with flexible hours including occasional weekend or evening work.

## Department

Property

## Responsible To

Diocesan Secretary of the Diocese of Llandaff

## Responsible For

Graduate/Junior Church Building Surveyor, DAC Secretary and Grants and Funding Officer

## Location

Hybrid working between home, Llandaff Diocesan hub offices and the Monmouth Diocesan Office in Newport. Must be based within daily travelling distance of Llandaff Diocese and Monmouth Diocese, hold a clean driving licence and have use of a car or other means of transport

## Purpose

To head the combined Diocese of Llandaff and Diocese of Monmouth Property Team. As a team, the priorities will be -

- To support our ministry areas in developing strategic property plans to increase the missional and community benefit of our churches and church halls.
- To undertake a process of Quinquennial Surveys of Church Buildings and other parish properties within our ministry areas (e.g. church halls & parish houses).
- To work with the Diocesan Advisory Committees and the DAC Secretary to ensure that churches are receiving timely approval for appropriate works to church buildings.
- To work with the Grants and Funding Officer to support ministry areas to access funding for their church buildings and other projects.

## Main Working Contacts and Committees

Diocesan Advisory Committees, Diocesan Grants and Property Committees, ministry area property teams, Bishops' Senior Leadership Team, RB Property Staff (incl. Parsonage Inspectors), Clergy and Volunteer Church Officers, Local Authorities, consultants, agents and counterparts in other Dioceses throughout Wales.

## Property Inspections

- To undertake and manage a process of Quinquennial Surveys of Church Buildings and, where possible, other parish properties within our ministry areas (e.g. church halls & parish houses). Approximately 76 inspections per year to be shared between the team. These reports are produced to a standardised format as agreed by the dioceses and Representative Body (RB) and scheduled in advance by geographical area to ensure an efficient process.
- As required, to undertake or manage Quinquennial Inspections of other ministry area, diocesan or Representative Body owned properties (e.g. church halls & housing), scheduled by ministry areas and co-ordinated with church Quinquennials.
- To undertake or manage interim inspections to support Ministry Area Development Plans.
- To inspect or manage the inspection of churches identified for redundancy, providing ministry areas with support and guidance to meet insurance requirements.

## Reporting

- To develop and maintain a standardised inspection report format that is fit for purpose.
- Reports are to be provided to ministry areas, within one month of each inspection. Such reports shall be clear and understandable to lay people and help them decide priorities for mission and expenditure.
- All reports should include statutory health and safety requirements, including follow up of the evidence of appropriate certification.

- To provide condition reports of churches identified for closure to the Diocesan Property Committee and the RB.

## Provision of Advice

- To support ministry areas in planning the ongoing care and development of their buildings, providing advice on strategic use of properties (including opportunities for potentially redundant churches as necessary).
- Support ministry areas in improving energy efficiency and reducing the carbon footprint of our churches in line with the Church in Wales's aim for Carbon Net Zero.
- Providing advice and guidance to ministry areas on all property matters, including the appointment of professionals, contractors and project management. Co-ordinating with Provincial and Diocesan policies and standards.
- In conjunction with other members of the team, and the Parsonage Inspectors, maintain a core database of suitable contractors and architects available for use on church properties.
- To play an active role in the Diocesan Property Committees and Diocesan Advisory Committees offering strategic direction as required.

## Line Management

- To head the combined Diocese of Llandaff and Diocese of Monmouth Property Team and to line manage a Graduate/Junior Church Building Surveyor, a DAC Secretary and a Grants and Funding Officer.
- The DAC Secretary provides a first point of contact for faculty applications, manages the Online Faculty\* System and acts as Secretary to the Diocesan Advisory Committee.

## Building Management

- Assist RB Property staff with the monitoring and inspection of redundant church sites.

## Background information

### 1. What is a Faculty?

Making almost any physical change to a church building, its contents or to the churchyard requires permission called a Faculty. This is part of the Church in Wales' own system of building control which aims to ensure that historic church buildings are properly cared for and that work is carried out in the most appropriate way. It takes the place of Listed Building Consent normally required for secular listed buildings.

The faculty application system is now fully online.

### 2. What is the Diocesan Advisory Committee for the Care of Churches (DAC)?

The DAC is a statutory body that exists to support parishes in the care and development of their church buildings and makes recommendations on Faculty applications. The DAC meets 8 times a year (either online or in person). It includes a range of voluntary members and advisers each representing a different area of expertise (such as architecture, heating & lighting, church bells etc.). Site visits are also arranged to better understand the context of a proposed project. Faculty applications vary from routine maintenance to major redevelopment schemes.

The DAC Secretary supports and co-ordinates the work of the DAC.





## Qualifications

### Essential

- Chartered Building Surveyor, Architect, or similar with significant practical experience in the building industry and the historic environment.
- Effective management of a team and the ability to support the development of junior members of staff.
- Good communication skills with the capability to build strong working relationships with a wide range of colleagues – clergy, church representatives, buildings officers etc - and the diplomacy necessary to deal with sensitive and sometimes controversial matters.
- A proven ability to deliver clear and concise reports and to explain sometimes difficult concepts in easy-to-understand language.
- Strong organisational and planning skills to anticipate and plan for work in advance.
- Good IT skills with the ability to use MS Office software, including Excel, Word, Teams and Outlook.
- Up to date knowledge of Health and Safety legislation, CDM regulations and other relevant statutory requirements.
- Proactive self-starter with initiative and the capacity to work with minimal supervision.
- Experience of briefing and managing consultants, agents and contractors.

### Desirable

- A good understanding of traditional building construction, pathology and survey techniques and a background in building conservation.
- Knowledge of planning legislation and its application in a church context.

- Familiarity with digitised record systems.
- Knowledge of data protection legislation.
- Departmental budget management experience.
- Experience of working with volunteers.
- An ability to speak Welsh.

## Personal Qualities

### Essential

- Able to remain calm under pressure and effectively prioritise.
- An ability to work with people of all ages and abilities.
- An empathy with and understanding of the Christian ethos of the organisation.
- An interest in historic buildings and places of worship.

### Desirable

- Willingness and enthusiasm to undertake appropriate training and development.

## Other

### Essential

- Flexible attitude to working hours.
- A full UK driving licence and use of a car for work purposes, or an alternative ability to travel between multiple church sites per day across both dioceses.
- Flexibility to work occasional evenings and weekends.
- Willing to travel both within the diocese and beyond.

# Terms and Conditions

**Benefits:** The post holder will be eligible to join the contributory pension scheme. Expenses will be reimbursed in line with diocesan policy.

**Leave allowance:** 25 days per annum plus Bank Holidays, rising by one day per annum to a maximum of 30 days.

**Administrative support:** The post holder will be able to draw on the services of the shared central administrative support team.

**Contract:** This is a joint employment contract with the Diocese of Monmouth and the Diocese of Llandaff. HR, line management and payroll will be undertaken by the Diocese of Llandaff.

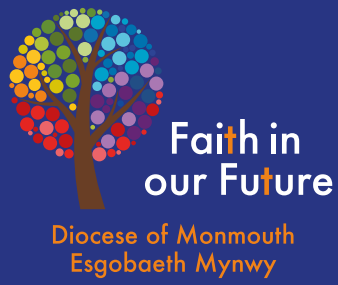
For an informal chat please contact Isabel Thompson, Diocesan Secretary of Monmouth ([isabelthompson@cinw.org.uk](mailto:isabelthompson@cinw.org.uk) / **07493669511**)

**Deadline for applications:** 9am Monday 3rd June

**Interview date:** Tuesday 11th June

Completed applications to be sent to [llandaff.recruitment@cinw.org.uk](mailto:llandaff.recruitment@cinw.org.uk)





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