



Property Roles March 2026



DIOCESE OF
Bath & Wells

Living and telling the story of Jesus

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Dear applicant

Thank you for your interest in the posts currently available in our Property Team.

We hope you find the application pack provides all the information you need in order to consider your candidature for this post. If, however, you have any further questions please initially contact Human Resources.

If you would like an informal conversation about the post you are welcome to contact James Millard, Head of Property and Glebe via email james.millard@bathwells.anglican.org

The key dates for the appointment process are on the following page. Should you decide to apply for this post we look forward to receiving your application and wish you well. Details on how to apply are at the end of this pack.

Contact details

Human Resources - Enita Andrews, HR Manager

Phone: 01749 685113

Email: recruitment@bathwells.anglican.org

Application details

Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. After shortlisting we strive to contact all those who have applied to advise of the outcome; if after 3 weeks from the closing date you have not heard from us, please do contact the HR team. A copy of our privacy policy for job applicants can be downloaded from our website.

Interviews

Interviews will take place at Flourish House in Wells on either 21,22 or 28 April 2026.

Further details regarding the selection process will be communicated at the time applicants are invited for interview.

Safeguarding

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the diocesan website.





The Diocese of Bath and Wells

The Diocese of Bath and Wells broadly encompasses the historic county of Somerset, extending to include a small part of the county of Dorset. It is a diverse region with more than 500 settlements across the county, many of them small and rural which account for 43% of the population. Although two thirds of Somerset is rural, more than half the population lives in urban areas.

The diocese loves and serves in the region of 1,000,000 people who live here through its family of 466 parishes and 182 church schools and more than 170 chaplaincies. This family works for the good of local communities in a range of practical and pastoral ways, caring for the vulnerable, supporting families and encouraging children and young people.

The Bishop of Bath and Wells has overall responsibility for the diocese. He is assisted by a suffragan bishop, the Bishop of Taunton (currently in vacancy)

There are three archdeacons in our diocese, serving the archdeaconries of Bath, Wells and Taunton. There are 160 stipendiary clergy posts, 42 self-supporting licensed clergy and 210 licensed Readers.

Everything the diocese does is underpinned by prayer and worship and we are driven by our vision that: 'In response to God's immense love for us, we seek to be God's people, living and telling the story of Jesus.' We seek to live this story as disciples of Jesus Christ in the world and to tell it, both in sharing the good news and by the way in which our lives speak about Him.

Living and telling the story of Jesus

Our vision and strategy speaks to the story of Jesus; his life, teaching and work, his death and resurrection; the story which is the context of our faith and the content of our message. In the Diocese of Bath and Wells we strive to be a growing church. We are committed to witnessing and to living out the Gospel of Jesus as we seek to transform and be at the heart of our local communities, bringing love and care for our neighbours, and service to those in need.

We are working together to achieve this by:

- Valuing and cherishing the people and resources we already have
- Developing new Christian worshipping communities
- Sharing in leadership and ministry
- Deepening and growing faith



About the Property Team

Extending across Somerset and North Devon including Bath, Wells, Exmoor, Taunton, Yeovil, Bridgwater and surrounding areas, the Diocese of Bath & Wells operates across 477 parishes. The Diocese incorporates a portfolio of over 2,700 acres of glebe land and more than 250 buildings including an investment portfolio (residential and commercial) and operational residential assets.

The Diocese is keen to realise the opportunity to generate additional value from its land, housing and investment portfolios. The Property Team, led by the Head of Property and Glebe, has responsibility for the Diocese's occupied residential assets (homes of the clergy) including circa 250 buildings, managed by the Property Manager (Diocesan Surveyor) and members of the property support team. The department supports clergy and their families with accommodation appropriate to their needs and, as far as possible, relieves them of domestic concerns in order that they may concentrate upon their pastoral responsibilities. The property department is committed to delivering a high standard of service to its occupiers.

The Property Team operates through a collaborative, linear structure rather than a traditional hierarchical model. This approach allows team members to work dynamically across functions, share operational responsibility, and respond quickly to the needs of clergy and parishes. By enabling open communication, joint problem-solving and flexible deployment of skills, this structure supports the high output of the team and underpins our ambition to strengthen and expand our capacity to deliver an efficient, responsive and high-quality property service across the Diocese.

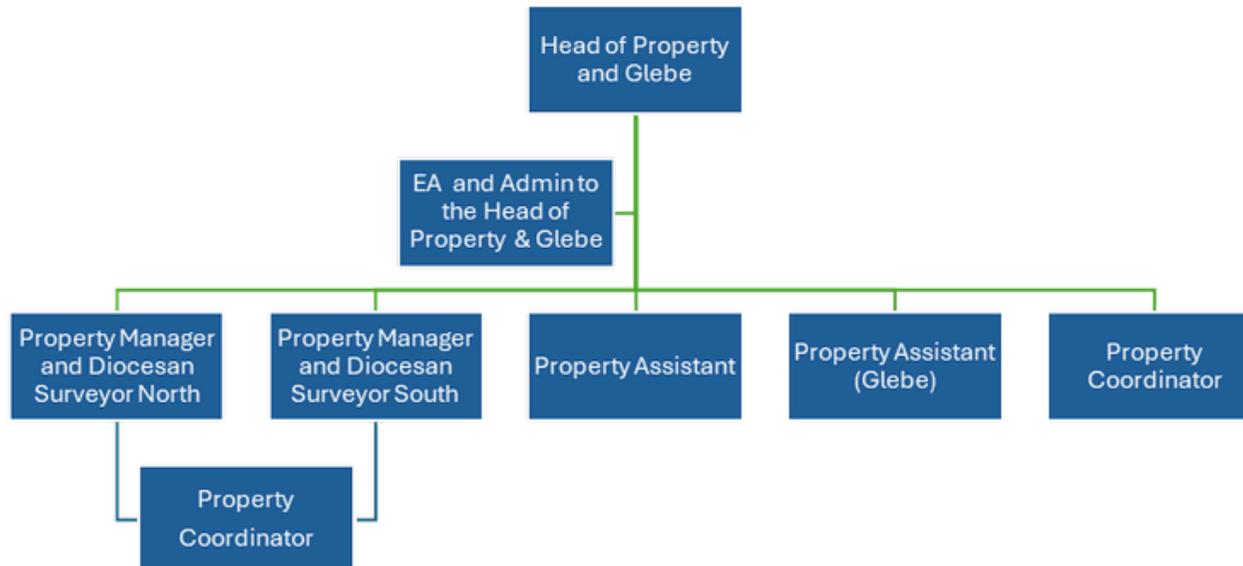
This is an exciting opportunity to become part of a growing, driven and agile team working within a dynamic, multi-disciplinary environment. You will play a pivotal role in shaping and delivering a long-term land and property strategy that supports the Diocese's wider strategic objectives and enables sustainable growth across the region.



About the Property Team

The Diocese consists of a portfolio of residential operational property (clergy homes), land and property investment holdings. The portfolio is made up of circa 250 buildings and over 2,700 acres of glebe land.

The Property Team is responsible for delivering a comprehensive programme of inspections, repairs, and improvements aimed at raising the standard of diocesan clergy housing. This work is underpinned by strong, collaborative relationships with occupiers, external contractors, builders, and architects, as well as the accurate management of the property portfolio and compliance database. As a first point of contact for many clergy moving into the Diocese, the team plays a vital role in supporting clergy and their families, ensuring their housing needs are met.





Job description - Property Manager and Diocesan Surveyor (South)

Our Vision

In response to God's immense love for us, we seek to be God's people living and telling the story of Jesus.

Key purpose of the post:

- To manage clergy housing and diocesan residential properties across the southern area of the Diocese, ensuring statutory compliance, maintenance, inspections, asset stewardship, to provide suitable, comfortable homes for our clergy and their families to enable our clergy to undertake their ministry

Location:

The Diocesan Office in Wells.

Reporting to:

Head of Property and Glebe

Key Relationships

- Property Team
- Clergy and their families
- Churchwardens
- Archdeacons and Bishop's Staff
- Finance Team and Operations Team, other diocesan teams
- Houses Committee
- External consultants and contractors

Main responsibilities - Property Manager and Diocesan Surveyor (South)

Manage clergy housing across the southern area of the diocese as determined by the Head of Property & Glebe including but not exclusive to:

- Conduct quinquennial inspections and statutory reporting for the residential portfolio.
- Ensure statutory compliance of ecclesiastical property under the Church Property Measure 2018, Repair of Benefice Buildings Measure 1972
- Ensure compliance with Construction (Design and Management) Regulations 2015, health and safety regulations, asbestos and fire safety and manage planned/reactive maintenance and improvements.
- Build and maintain good relationships with key partners and stakeholders.
- Manage contractor relationships, procurement and project delivery.
- Advise diocesan committees and senior staff; attending committee meetings when required to offer professional advice.
- Manage EPC assessments and energy performance.
- Handle insurance claims and liaison with insurers on policy and reinstatement valuations.
- Liaise with both the Property Manager / Diocesan Surveyor (North) and the Head of Property & Glebe for a combined asset strategy including improvement, replacement, acquisition and disposal of properties.
- Managing vacancy work such as inspections, dilapidations, improvements, renting out vacant properties and ensuring new clergy can move into the allocated property.
- Collaborate with the Property Manager / Diocesan Surveyor (North) to ensure consistency and develop efficient processes.
- Support sustainability and carbon reduction initiatives in line with diocesan and central church Net Zero Carbon objectives.
- Working collaboratively with the Property Manager/Diocesan Surveyor (North) to be jointly responsible for the financial management of the housing portfolio, including accurate forecasting, monitoring and control of expenditure, ensuring works remain within approved budgets, and identifying opportunities to maximise income, reduce avoidable costs and contribute positively to the overall property budget.”
- Work in accord with the departmental Health & Safety Policies and complete online/in person training as and when required.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Recognise health and safety is a responsibility of every employee, to take reasonable care to self and others to complete with the Diocesan policy and any service-specific procedures/rules that apply to this role.
- Recognise our environmental strategy and net zero target.
- To undertake other reasonable duties as may be required from time-to-time as requested by the Head of Property and Glebe or Diocesan Secretary



Person Specification - Property Manager and Diocesan Surveyor (South)

Qualifications, knowledge and experience

- Chartered Surveyor (RICS) or equivalent; residential property management experience; knowledge of statutory compliance; strong project and budget management.
- Experience of project management in relation to building maintenance and incorporating statutory controls and measures
- Experience delivering multiple projects concurrently, on time and to budget
- Experience in sales and purchase of property
- Experience in property surveys for maintenance and repairs
- Keeps up to date with property legislation, sustainability developments, and diocesan measures.
- Ecclesiastical/charity property experience; knowledge of Church Property Measures; FixFlo experience (desirable)
- Management of small scale planning/development projects (desirable)
- Understanding of residential property management and legal requirements in a charitable and ecclesiastical context (desirable)

Skills, competencies and abilities

- Strong communication, report writing, problem solving and collaborative skills; ability to manage complex issues.
- Team management and ability to prioritise work within budgetary and pastoral constraints
- Able to handle complex situations and make sound reasoned judgements
- High standards of regulatory awareness & risk management including safeguarding, H&S, CDM, insurance and compliance oversight.
- Proficient use of technology, with a good working knowledge of Microsoft Office
- Working in a complex multi layered organisation (desirable)
- Demonstrable professionalism and sensitivity with a consultative approach in dealing with internal and external stakeholders (desirable)
- Ability to lead modernisation of systems and processes, including digital records, improved workflows and data accuracy (desirable)



Person Specification - Property Manager and Diocesan Surveyor (South)

Work related personal qualities

- Appreciation of the Church of England's mission; organised; empathetic; willing and able to travel across the Diocese.
- Self-starter with good initiative and ability to delegate
- High interpersonal intelligence; ability to work sensitively with clergy, volunteers and professional teams.
- Resilience to work under pressure during peak periods (desirable)
- Able to listen well, de-escalate potential tensions, and communicate with compassion and clarity (desirable)
- Understands the sensitivities of historic buildings, rural settings and varied parish cultures (desirable)
- Adaptable to changing circumstances or requirements (desirable)



Terms and Conditions - Property Manager and Diocesan Surveyor (South)

Hours of Work

Full-time, 36 hours per week, exact pattern negotiable across Monday - Friday

Salary

£47,658 - £52,543 per annum, dependant on experience and qualifications.

Term

Permanent role. This post will be subject to a six month probationary period.

Pension

The pension scheme is administered by the Church of England Pensions Board. The employer will contribute 10% of the employee's pensionable salary and the employee can choose to make an additional voluntary contribution of any proportion of their pensionable salary.

Holiday

25 days per year, plus bank holidays pro-rata. The holiday year runs from 1 January to 31 December. Additional discretionary days may be given at Christmas and Easter

Expenses

All reasonable working expenses, including mileage for travel, will be met at the agreed Diocesan rates.

Other benefits

Free parking at the office, Cycle to Work scheme, social events, well being support.



Job description - Property Coordinator

Our Vision

In response to God's immense love for us, we seek to be God's people living and telling the story of Jesus.

Key purpose of the post:

- To provide high-quality administrative, organisational and operational support to the Property Managers/Diocesan Surveyors, with primary responsibility for coordinating the Quinquennial Inspection Programme and supporting clergy housing services.

Location:

The Diocesan Office in Wells. (Hybrid working with family-friendly patterns would be considered)

Reporting to:

Head of Property and Glebe

Key Relationships

- Property Managers/Diocesan Surveyors (North & South)
- Head of Property & Glebe
- Property team
- Clergy and occupants
- Contractors, surveyors, statutory bodies
- Finance Team
- Archdeacons and churchwardens

Main responsibilities - Property Coordinator

The Property Services Coordinator provides high-quality administrative, organisational, and operational support to the Property Managers/Diocesan Surveyors (North & South), enabling the Diocese to deliver a professional, timely, and caring property service to clergy and other occupiers, including but not exclusive to:

- Coordinate the Quinquennial Inspection (QI) Programme including scheduling, communications, documentation and compliance tracking.
- Maintain QI master schedule and upload all reports, schedules of work and statutory documentation, enabling data to be drawn for future budgeting purposes.
- Maintain accurate digital property records including certificates, surveys and compliance documentation.
- Assist the Property Managers/Diocesan Surveyors in the preparation of quinquennial identified work to enable forward budget planning and assisting with the monitoring of the annual budget.
- Support development of improved digital workflows and better data accuracy across the Property Team.
- Provide detailed diary support for Property Managers/Diocesan Surveyors. Provide support to the Head of Property & Glebe if required.
- Maintain trackers for Housing Committee actions and compliance reporting.
- Act as a point of contact for clergy, contractors and tenants regarding property queries.
- Assist Property Administrators with triage maintenance requests via FixFlo or successor systems; issue work orders and manage contractor access.
- Assist Property Managers and Property Administrators with vacancy works, inspections, dilapidations and clergy move-in/move-out processes.
- Produce reports for the Property Managers, Finance Committee and other committees as required, ensuring data accuracy.
- Assist with maintaining contractor lists and support procurement processes.
- Track and file statutory compliance documentation (gas, electrical, EPC, asbestos, insurance).
- Provide compassionate, pastorally sensitive communication with clergy and families.
- Provide administrative support to the Houses Committee and other committees as required including minute taking and action tracking if required.
- Support the diocesan Net Zero Carbon 2030 programme through data collection and reporting.
- Undertake any reasonable tasks as requested by the Head of Property & Glebe or the Diocesan Property Managers/Diocesan Surveyors
- Assist with reception cover when required and undertake other duties as assigned.
- Work in accord with the departmental and company Health & Safety Policies and complete online/in person training as and when required.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.



Person Specification - Property Coordinator

Qualifications, knowledge and experience

- Strong administrative experience; experience managing schedules and data
- Experience in customer-facing roles
- Confident user of MS Office 365.
- Experience in property, housing or facilities (desirable)
- Knowledge of compliance requirements (desirable)
- Experience with FixFlo or Propman (desirable)
- Knowledge of Church of England context (desirable)

Skills, competencies and abilities

- Excellent organisational skills; ability to prioritise
- Strong written and verbal communication
- An eye for detail, accurate and detail-focused
- IT confident
- Able to work independently and collaboratively
- Ability to problem-solve and follow through reliably.
- Committee minute-taking; report writing; data analysis (desirable)
- Workflow design experience (desirable)
- Budget interpretation and management (desirable)

Work related personal qualities

- Empathetic and pastorally sensitive
- Calm and professional, confidential
- Reliable, committed to high-quality service
- Understanding of the aims and values of the Church of England.
- Resilient; adaptable - can handle a high pace environment (desirable)
- Able to navigate varied work cultures (desirable)
- Proactive in continuous improvement. (desirable)



Terms and Conditions - Property Coordinator

Hours of Work

Full-time, 36 hours per week, exact pattern negotiable across Monday - Friday

Salary

£26,243 - £28,933 per annum

Term

Permanent role.

Pension

The pension scheme is administered by the Church of England Pensions Board. The employer will contribute 10% of the employee's pensionable salary and the employee can choose to make an additional voluntary contribution of any proportion of their pensionable salary.

Holiday

25 days per year, plus bank holidays pro-rata. The holiday year runs from 1 January to 31 December. Additional discretionary days may be given at Christmas and Easter

Expenses

All reasonable working expenses, including mileage for travel, will be met at the agreed Diocesan rates.

Other benefits

Free parking at the office, Cycle to Work scheme, social events, well being support.

Probationary Period

This post will be subject to a six month probationary period.



Job description - Executive Assistant and Administrator to the Head of Property and Glebe

Our Vision

In response to God's immense love for us, we seek to be God's people living and telling the story of Jesus.

Key purpose of the post:

We aim to support the mission and ministry of the Diocese by ensuring effective management of property and glebe assets, providing professional advice, and enabling sustainable use of resources to enable the delivery of ministry across the Diocese and for the benefit of parishes and communities.

This role provides high-level executive, administrative and operational support to the Head of Property and Glebe, ensuring the effective delivery of property and glebe management services across the Diocese. In addition to managing day-to-day administrative duties, the postholder supports departmental operations by assisting with the coordination of workflows, monitoring actions, and helping the Head of Department fulfil key operational, governance and management responsibilities.

Location:

The Diocesan Office in Wells.

Reporting to:

Head of Property and Glebe

Main responsibilities -Executive Assistant and Administrator to the Head of Property and Glebe

- To provide full and efficient PA and administrative support to the Head of Property & Glebe including the management of their office, files and diary, including diary management, email triage, and handling correspondence with discretion and professionalism including moving standard items on, taking messages in their absence and/or consulting other senior staff as appropriate.
- Handling emails, correspondence, filing and telephone enquiries using discretion and judgement and ensuring appropriate management systems are in place.
- Prepare, format, proof, and manage property-related documentation, including internal reports/papers, contracts, leases, and transaction records.
- Maintain accurate filing systems (digital and physical) for property and glebe assets through liaison with the property assistants and coordinator.
- Coordinate meetings, including agenda preparation, minute-taking, and follow-up actions for property-related meetings, committees and working groups.
- Liaise with internal and external stakeholders to support property transactions, estate management, and compliance processes.
- Assist the Head of Property & Glebe with monitoring property projects, ensuring timelines, reviews, updates to key stakeholders and documentation are maintained.
- At times provide general administrative support for the Property team and assist with ad hoc tasks as required.
- Liaison with the Diocesan Secretary's EA on the preparation and dispatch of agendas and supporting papers for Houses Committee (6 per year), Investments Committee (4 per year) and occasional other working groups for specific projects
- Provide administrative support for meetings including booking rooms, arranging refreshments and IT requirements.
- Liaison with the Diocesan Secretary's EA to ensure property related Diocesan Board of Finance (DBF) documents are signed, sealed and delivered.
- If required general assistance with Facilities Management including fire alarm testing, portering, room re-arrangement and other support for the smooth running of the Diocesan Office.

Main responsibilities continued

- Work in accord with the departmental Health & Safety Policies and complete online/in person training as and when required.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Recognise health and safety is a responsibility of every employee, to take reasonable care to self and others to complete with the Diocesan policy and any service-specific procedures/rules that apply to this role.
- Recognise our environmental strategy and net zero target.
- To undertake other reasonable duties as may be required from time-to-time as requested by the Head of Property and Glebe including ad-hoc PA support for other senior managers.

Key relationships

- Head of Property and Glebe
- Property team members
- External professional advisors (surveyors, solicitors, contractors)
- Diocesan Committees related to property and glebe matters
- Bishops/Bishops Office, Archdeacons and their assistants
- Key staff within the Diocesan Office related to property matters





Person Specification - Executive Assistant and Administrator to the Head of Property and Glebe

Qualifications, knowledge and experience

- Educated to A-level or equivalent
- Experience of working within a relational environment
- Experience of providing EA/PA type support.
- Knowledge of the Church of England (desirable)
- Awareness of Diocesan Board of Finance (desirable)
- Familiarity with property management processes (desirable)
- Secretarial qualification or previous experience supporting senior-level professionals—ideal but not exclusively in property, charity, or public-sector context or other relatable role (desirable)

Skills, competencies and abilities

- Excellent interpersonal skills; building positive relationships with colleagues and stakeholders.
- High level of accuracy in communication, document preparation, record-keeping, and data management.
- Diplomacy and tact when managing competing priorities and adaptability and resilience in changing circumstances.
- Proficient use of Microsoft 365 suite (Teams, SharePoint, Word, Excel, and PowerPoint) familiarity with contact management systems and intranets comfortable learning diocesan systems and property management databases
- Strong Communication (Written & Verbal): Acting as a gatekeeper and key stakeholder liaison, drafting correspondence, taking minutes, and handling calls with clarity.
- Audio Typing & Transcription: Accurately transcribe dictation, meeting notes, and recorded correspondence/reports using audio typing skills efficiently and accurately, with strong attention to detail.
- Strong organisational skills and be proactive with the ability to plan and prioritise work in a dynamic environment



Person Specification - Executive Assistant and Administrator to the Head of Property and Glebe

Skills, competencies and abilities continued

- Ability to juggle competing priorities, meet tight deadlines and manage both own workload and that of the Head of Property.
- Budgetary Support: Experience in managing/ tracking team/departmental spend, liaison with financial teams and assisting with annual budget preparation.
- Team Working as a key member of the property services team, liaising internally and externally across clerical, legal, finance, and parish networks.
- Ability to work on own initiative as required on routine administrative cycles whilst crucially knowing when to stop and when a situation has requires the Head of Property

Work related personal qualities

- High levels of confidentiality and discretion handling "strictly confidential" information regarding clergy housing, financial investments, and sensitive pastoral issues and staffing details.
- Emotional intelligence and empathy.
- Empathy for the Diocesan mission of and be comfortable working within a faith-based environment.



Terms and Conditions -Executive Assistant and Administrator to the Head of Property and Glebe

Hours of Work

Ideally Full-time, 36 hours per week, part time considered but will be required to work core hours Monday to Friday.

Salary

£29,542 - £32,570 per annum (pro rata if part-time)

Term

Permanent role. The post will be subject to a six month probationary period.

Pension

The pension scheme is administered by the Church of England Pensions Board. The employer will contribute 10% of the employee's pensionable salary and the employee can choose to make an additional voluntary contribution of any proportion of their pensionable salary.

Holiday

25 days per year, plus bank holidays pro-rata. The holiday year runs from 1 January to 31 December. Additional discretionary days may be given at Christmas and Easter

Expenses

All reasonable working expenses, including mileage for travel, will be met at the agreed Diocesan rates.

Other benefits

Free parking at the office, Cycle to Work scheme, social events, well being support.

How to apply

Please apply for via our online recruitment platform using the following links:

[Executive Assistant and Administrator to the Head of Property and Glebe](#)

[Property Coordinator](#)

[Property Manager and Diocesan Surveyor \(South\)](#)

Enita Andrews, HR Manager

The Diocese of Bath and Wells

Email: recruitment@bathwells.anglican.org | Tel: 01749 685113

- The closing date for applications is Tuesday 7 April 2026.
- Interviews will take place on: 21 and 22 April - Property Coordinator and EA and Administrator role and 28 April Property Manager role

The Diocese of Bath and Wells is committed to being a truly representative and inclusive community, where everyone is respected, valued, and supported in contributing their skills, experience, and perspectives. We recognise that there is more work to do to ensure our diocese fully reflects the rich diversity of the communities we serve. We are actively learning, growing, and taking steps to address these gaps.

As part of our ongoing commitment to nurturing a diverse and inclusive community, we warmly welcome and encourage applications from individuals and groups who are currently under-represented within the Diocese of Bath and Wells. You can find out more about how we are championing diversity in Bath and Wells, including the work led by the Revd Narinder Tegally, our UKME Champion.

This appointment is subject to proof of the right to residency in the UK under UK Visa and Immigration regulations.





DIOCESE OF
Bath & Wells

Living and telling the story of Jesus