



<b>Job Profile</b>	Director Property Services
<b>Department / Parish / Agency</b>	Property Office
<b>Reporting to</b>	Director of Resources
<b>Cost Centre</b>	160
<b>Location / Address</b>	Hendon & Victoria
<b>Management of Property</b>	Property Services
<b>Contract type</b>	Full time permanent
<b>Hours</b>	Monday to Friday plus occasional evening and weekend work
<b>Salary</b>	£90k - £100k per annum
<b>Job Reference</b>	782-160

## **Job Purpose:**

The Director of Property Services provides strategic leadership and technical oversight for all property-related activities across the Diocese of Westminster. The role ensures the effective stewardship, development, compliance, and operational excellence of a vast and diverse property portfolio, including over 500 concurrent projects and a wide range of assets: schools, parishes (churches, presbyteries, residential and commercial properties), curial properties (administrative and functional), and the Cathedral complex (including Westminster Cathedral, the seat of the Archbishop of Westminster). The Director is responsible for developing and delivering the diocesan property strategy, leading a high-performing team of Heads of Department, and ensuring robust governance, risk management, and continuous improvement in line with diocesan values and objectives. The postholder works in close partnership with Finance, Resources, and other senior leaders, and drives digital transformation and decarbonisation initiatives.

## **Principle duties and responsibilities**

### **1. Strategic Leadership and Portfolio Oversight**

- Develop, communicate, and deliver a comprehensive property strategy aligned with diocesan mission, values, and long-term objectives.
- Provide visionary leadership to the Property Directorate, setting direction, fostering collaboration, and driving continuous improvement across all teams and functions.
- Ensure robust governance, reporting, and compliance with statutory, regulatory, and Charity Commission requirements for all property-related activities.
- Work in partnership with the Director of Resources, COO, CFO, and other senior colleagues to integrate property strategy with wider diocesan priorities, including financial planning and risk management.

### **2. Advanced Project Management**

- Provide strategic and operational oversight for the delivery of 500+ concurrent projects across the diocesan estate, including new builds, refurbishments, maintenance, and development.
- Lead, mentor, and support the Head of Building Surveying and their team, ensuring technical proficiency, consistent project delivery standards, and compliance with statutory and diocesan requirements.
- Oversee the implementation and use of digital project management tools and systems to monitor, report, and drive performance across all property projects.
- Set and monitor key performance indicators for project delivery, quality, cost, and risk, ensuring timely escalation and resolution of issues.
- Champion best practice in project management methodologies, contract administration (e.g., JCT, NEC), and statutory permissions (planning, building control, HCC, etc.).

### **3. Technical Leadership and Support**

- Serve as the senior technical authority for the property directorate, providing expert guidance on complex construction, surveying, and asset management matters.
- Ensure the Head of Building Surveying and their team are equipped with the technical resources, training, and support needed to deliver high-quality operational and technical outcomes.

- Oversee the development and maintenance of robust, standardised administrative and data management systems for property assets, supporting digital transformation and knowledge transfer.
- Lead the development and implementation of the diocesan asset management strategy, working closely with Heads of Department.

#### **4. Property Portfolio Management**

- Oversee the management, maintenance, and development of the diocesan property portfolio, ensuring optimum operational performance, compliance, and income generation.
- Ensure effective stewardship of a diverse portfolio, including schools, parishes, curial properties, and the Cathedral complex, each with unique operational, legal, and heritage requirements.
- Provide strategic oversight of all landlord and tenant matters, legal compliance, insurance, and risk management, in collaboration with the Head of Development and Head of Building Surveying.

#### **5. Risk, Compliance, and Sustainability**

- Ensure all property activities are compliant with statutory regulations, diocesan policies, and best practice, including health & safety, CDM, insurance, and legal requirements.
- Oversee risk management processes, ensuring risks are identified, assessed, mitigated, and regularly reviewed across all property operations and development projects.
- Champion the Diocese's decarbonisation agenda, ensuring property operations and development activities contribute to carbon reduction targets and sustainability objectives.
- Ensure insurance requirements are met, including annual returns, compliance with special conditions, and regular liaison with insurers.

#### **6. Team Leadership and People Development**

- Lead, develop, and empower the Heads of Building Surveying, Development, Health & Safety, and Cathedral Works, ensuring clear accountability, collegiate working, and shared responsibility for directorate-wide objectives.
- Promote knowledge transfer, succession planning, and professional development across the directorate, eliminating single points of failure and embedding resilient, universal administrative processes.
- Foster a culture of teamwork, mutual support, and cross-departmental collaboration, ensuring seamless integration of operational, development, and compliance functions.

#### **7. Stakeholder Engagement and Governance**

- Serve as a key member of the Diocesan Senior Management Team, contributing to the wider mission and strategy of the Diocese.
- Provide regular reports and advice to Trustees, Committees, and senior leadership, ensuring transparency, accountability, and informed decision-making.
- Engage with parishes, schools, clergy, and external partners to support property-related initiatives and ensure effective communication and service delivery.

#### **8. Committee and Board Reporting**

- Attend and present at Property Committee, School Building Committee, Governor meetings, Parish Committee meetings, Historic Churches Committee, and Trustees meetings, ensuring comprehensive and accurate reporting on all property matters.

#### **Staff Direct Reports**

- Head of Building Surveying
- Head of Health & Safety
- Head of Cathedral Works
- Head of Development

## **Our Values**

Catholic social teaching covers all aspects of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, justice, and freedom.

We are person-centered and so we place human dignity at the heart of all that we do. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance and Love.**

### **Competence**

We strive for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

### **Reliability**

We deliver consistent, high-quality service and can be trusted to fulfill our commitments, making a meaningful difference to those we serve.

### **Honesty**

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

### **Perseverance**

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

### **Love**

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

**N.B:** This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required by the Diocese

**Person specification:**

This section outlines the things you will need to be able to demonstrate to be a successful in your role. In addition to our diocesan values above, you will also need to be able to demonstrate the following:

Competencies	Essential/ Desirable
<b>Excellent Communication Skills:</b> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
<b>Excellent Organisational Skills:</b> able to manage multiple deadlines and maintain attention to detail	E
<b>Collaborative Teamwork:</b> Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	E
<b>Problem Solving:</b> able to approach challenges creatively and make informed decisions under pressure	E
<b>Adaptability and Flexibility</b> -comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
<b>Experience</b>	
Proven strategic leadership in property services	E
Strong staff leadership and team development skills	E
Experience in managing multi-disciplinary teams, including surveyors, development, and health & safety professionals	E
Demonstrable experience in knowledge management, process documentation, and succession planning	E
Advanced project management expertise, with experience overseeing large, complex, and concurrent property projects (500+ at any one time)	E
Experience in digital transformation and process improvement in property management	E
Commitment to decarbonisation and sustainability in property operations	E
Experience of reporting and presenting to Boards and Committees	E
Experience in property development, delivery, and statutory approvals	E
<b>Technical Skills</b>	
Substantial number of years of managing teams and estate/building surveying experience.	E
Demonstrable technical proficiency in building surveying, construction, and asset management	E
Excellent stakeholder management, and reporting skills	E
Excellent financial management and budgetary control	E
Educated to degree level in estate management, building surveying, or equivalent	E
Chartered membership of a relevant professional body (e.g., RICS, CIOB) Chartered Member (MRICS) or Member (MCIOB)	E
Educated to an advanced degree level in estate management, building surveying, or equivalent. Alternatively Master of Business Administration, Leadership, Strategic Leadership, or Finance & Accounting	D
Chartered fellowship of a relevant professional body (e.g., RICS, CIOB) Chartered Fellow (FRICS) or Fellow (FCIOB)	D
<b>Other Requirements</b>	
Able to demonstrate commitment to our leadership values <b>Leadership Impact, Be Challenging, Be Authentic, Being Strategic Taking Ownership and Developing our People</b>	E
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
A desire and commitment to work for the Catholic Church	D
Experience working within faith-based, non-profit, or charitable organisations	D