



CHURCH GROWTH TRUST

Property Manager – Job Profile

July 2023

Purpose of the Property Manager's role

your experts in church properties

Church Growth Trust (CGT) is an evangelical Christian property-owning charity, whose vision is to glorify God by securing for Gospel use independent church properties and together with churches making them fit for their God-given purpose. Its mission is to fulfil its vision by:

1. Holding and accepting independent church properties (as owner or trustee) and:
 - Blessing churches which occupy its buildings by granting concessionary rents;
 - Helping these churches to keep their properties in good condition, compliant with legislation and suitable for modern church use, including helping to fund building projects;
2. Providing professional property and architectural services and guidance in church practice and governance, including encouraging churches to make best use of their properties;
3. Supporting church planting and revitalisation of independent churches.

The overall purpose of the role is to help with the expansion of this work and assist churches to achieve growth. A unique opportunity to join Church Growth Trust's team to property management services to CGT's own occupying churches, to assist churches to achieve growth and make best use of their resources.

Responsible to: Operations Director

Key Areas of Focus

1. Taking day to day responsibility for managing CGT's church properties and partnering with the occupying churches in their Gospel work.
2. Working with the Chief Executive in meeting with trustees of properties that may be gifted to Church Growth Trust.

Specific Duties

1. Taking day to day responsibility (and reporting to the Operations Director as line manager) for managing CGT's church properties, including:
 - a. Liaising with occupying churches, including meeting and praying with them;
 - b. Visiting properties and reporting on the work and growth of the church, including:
 - i. Being able to understand the church's particular aims and approach to Mission and
 - ii. Praying with churches to encourage them and seek God's will for their future;
 - c. Visiting properties and reporting on the condition of the property and compliance issues to keep CGT's fit for purpose records up to date;
 - d. Discussing with the occupying churches ways of improving and enhancing the properties, as well as considering future requirements of the church;
 - e. Liaising with occupying church before and during building projects;

- f. Agreeing terms for new tenancies;
 - g. Finding new churches to occupy building when the existing church closes or moves on, including meeting and praying with new churches;
 - h. Dealing with other property queries as they arise.
2. Working closely with the Property Administrator as she/he manages the fit for purpose records, makes appointments and liaises with the occupying churches and helps with letting properties.
 3. Working occasionally with the Chief Executive with potential new properties that may potentially be gifted to Church Growth Trust, including:
 - a. Meeting with trustees and occupying assemblies/churches of properties to explain the work of CGT;
 - b. Reporting to the Chief Executive and Directors on any issues to be resolved and the condition of the property;
 - c. Instructing and liaising with solicitors over the transfer of new properties.
 4. Researching changes in property and charity legislation, sourcing, writing, editing and updating briefing papers on various subjects which would be useful to CGT's occupying churches, clients and independent churches generally.
 5. Writing articles for CGT's magazine and monthly emails.
 6. Writing reports for CGT's Directors' Meetings and Sub-Committees.
 7. Working with other staff to improve the internal systems and methods of working and to improve the services CGT provides to property trustees, occupying churches and clients.
 8. Engaging in training and developing skills and knowledge to better serve the ministry of CGT.
 9. Performing other duties that may arise from time to time, to fit with the gifting and experience of the person and as the work of CGT develops.

Person Specification/Qualifications

The vacancy is for a full-time Property Manager.

Essential (faith)

1. Committed and practising evangelical Christian, who is able to demonstrate a clear commitment to our mission, principles, values and practices and who shares our vision for growing churches.
2. An understanding of strategies for mission, decision making within churches and the need for prayer to underpin decisions.

Essential (professional experience)

1. RICS qualified (or equivalent) with at least two years' post qualification experience.
3. Experience of property management, surveying and property law. Possibly some experience of Charity Law, church governing documents and historical trust deeds (training will be provided).

Essential (business experience)

2. A team player and capable of influencing others to achieve outputs with the ability to advise and guide colleagues in a supportive, interactive way.
3. A person who will develop and maintain good relationship with both colleagues and occupying churches and can gain the confidence of others.
4. Must have the ability to plan and manage a diverse and flexible workload.
6. A broad thinker who can consider the wider implications for churches and their financial constraints.
7. An ability to identify and develop the ministry of Church Growth Trust through service

excellence and building relationships with CGT's occupying churches.

Desirable

1. Experience of working with churches and Christian charities.
2. An interest in further developing skills and experience in a wide range of property management functions.

Terms of employment

1. Full time (35 hours per week) employment, based in CGT's office at Seaton, with six months' probation. Twelve weeks' notice to terminate employment (four weeks during probation).
2. Salary £45,000 to £55,000.
3. Holiday 25 days per year with additional bank holidays.
4. Pension based on 10% of salary paid by CGT.
5. Life assurance based on three times salary (after probation).
6. Lease car provided if required, on standard terms.