



Chelmsford Diocesan Board of Finance Job Description

Job Title: Head of Assets and Development

Reports to: Chief Operating Officer

Location: Diocesan Office, 53 New Street, Chelmsford, CMI IAT. You will also be required to work at other locations within the Chelmsford Diocese in line with the requirements of your role.

Hybrid working may be considered (60% of working time to be undertaken at the Diocesan Office)

Salary: £58,000 to £62,000, subject to qualifications and experience

Hours: This is a full-time role (35 hours per week) with the opportunity for hybrid working and flexible working
Part-time working may be considered for an exceptional candidate

Purpose Statement

As Chelmsford Diocese seeks to deliver its strategic priorities and be a Transforming Presence across Essex and East London, it recognises the importance of being an effective and responsible steward of its land and property assets. This role will be responsible for the management and development of the land and property asset portfolio, ensuring maximum long-term financial return, while supporting sustainability, and enabling reinvestment in mission and ministry. The postholder will be responsible for ensuring that development activity delivers both financial resilience and missional impact. The postholder will also oversee the management of the Diocesan Facilities Management and St Mark's Community Centre.

Reporting Structure

The line management relationship is with the COO. The role will directly line manage the Facilities Manager and Centre Manager at St Mark's Community Centre.

Nature and Scope

The Diocese of Chelmsford is the Church of England in East London and Essex. The Diocese is vibrant and growing with our 470 parishes and 144 schools across Essex, the unitary authorities of Southend and Thurrock, and five East London Boroughs serving a population of 3,278,701 (2021 census). We have 579 churches, which are served by around 415 clergy.

The Head of Assets and Development is a senior leadership role within the Chelmsford Diocesan Board of Finance, providing strategic and operational leadership across the Diocese's land, property and facilities portfolio. Reporting to the Chief Operating Officer and working closely with the Management Team, Archdeacons, clergy and key professional



advisers, the role is responsible for ensuring that diocesan assets are managed, developed and deployed effectively in support of the Diocese’s long-term financial sustainability and missional objectives. The postholder will exercise a high degree of professional judgement, commercial acumen and influence, balancing financial stewardship, regulatory compliance and ecclesiastical requirements while enabling reinvestment in mission and ministry across the Diocese.

The Chelmsford Diocesan Board of Finance (CDBF) is a company, and registered charity, that manages the business and operational affairs of the diocese, including matters relating to Finance, Property, Communications and Media, Safeguarding, Governance, Human Resources, Information Technology and Data Management, as well as Mission and Ministry which deals with training and supporting our clergy. We aim to serve our parishes and churches, worshipping communities and church schools with accountability and responsibility.



Episcopal Areas, Archdeaonries and Deaneries



Principal Accountabilities

Property Acquisition, Disposal and Development

- Provide strategic leadership and oversight of all diocesan property development activity, including PCC-led schemes, ensuring alignment with ministry priorities and long-term mission planning.
- Lead the management of the diocesan Glebe land portfolio, including proactive land management, identification and assessment of development opportunities, negotiation of disposals, and ensuring all activity complies with statutory, ecclesiastical and charity-law requirements.
- Work closely with the diocesan land management agents and other professional advisers to secure expert input on valuations, planning, development potential, and disposals, ensuring best value and strong governance.



- Collaborate with the Senior Leadership Team, Archdeacons, clergy and the Property Committee to identify current and future housing requirements, and assess the suitability of potential acquisitions or disposals.
- Negotiate favourable commercial terms for all property transactions, securing independent professional advice where appropriate.
- Ensure robust processes and due diligence frameworks are in place to maintain compliance and achieve best value across all property-related activities.
- Work in partnership with the Finance Team to model cash-flow implications and long-term financial impacts of acquisitions, disposals and developments.
- Oversee the integrity and ongoing development of the property database as both an accurate record-keeping system and a reliable management information source.

2. Land and Commercial Property Investment, Rental and Income Generation

- Oversee the management of commercial property and glebe land, ensuring the development and delivery of a three-year rolling plan focused on maximising best value from all assets.
- Provide strategic oversight of commercial lettings and glebe land rental activity, working with land agents and professional advisers to ensure assets are managed effectively and in line with diocesan objectives.
- Manage commercial rental and tenancy arrangements, including glebe licences and leases, ensuring appropriate commercial terms, income security, and compliance with relevant legislation and Church of England regulatory requirements.
- Maintain a strong focus on securing favourable new leases and renewals, reviewing under-performing assets, and maximising the overall financial performance of the Diocese's commercial and glebe portfolio.

Facilities and Operational Estate Management

- Provide strategic oversight of the diocesan operational estate, ensuring that diocesan office buildings and operational facilities are safe, compliant, well managed and fit for purpose.
- Hold line-management responsibility for the Facilities Manager, providing leadership on planned and reactive maintenance, statutory compliance, and health and safety across the operational estate.
- Provide line-management to the Centre Manager of St Mark's Beckton Community Centre, ensuring the centre is effectively managed, compliant, financially sustainable, and delivering community and diocesan benefits.
- Ensure robust policies, governance arrangements and monitoring processes are in place to maintain high standards of facilities management and compliance across all operational assets.

Management

- Effectively line manage the Operations Manager and Facilities Manager, including undertaking regular 1-2-1s, appraisals and address any complex and sensitive issues within the team as required
- Lead and enable the continued development of the Operations Manager and Facilities Manager, ensuring they are well motivated and equipped to perform in their roles.



Other

- Occasional evening or committee attendance may be required. The role is part of the central Property Team and supports the Diocese's vision of being a Transforming Presence in the community.
- Complete role related and general Diocesan training, as required and keep up to date with developments in area of work, including engaging in training and continuous professional development activities.
- Support the ethos, aims and objectives of Christianity, the Church of England and the diocese
- Actively participate and contribute in the appraisal process.
- Ensure that the principles of Data Protection, confidentiality, health and safety and safeguarding, are adhered to, and maintained throughout the course of duties.
- Work collaboratively with the Property Department and wider contacts and undertake such other reasonable duties as may be required, including by the Chief Operating Officer and Chief Executive.

Key Stakeholder Contacts

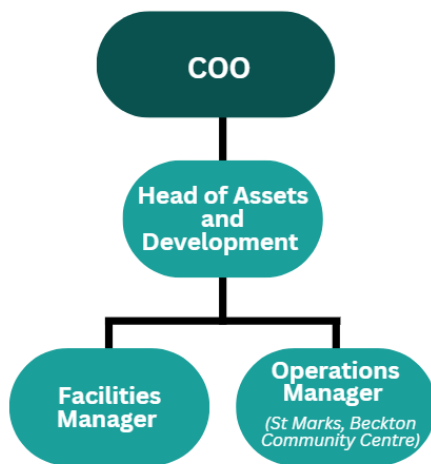
Internal:

- Archdeacons
- COO
- Direct Reports: Facilities Manager, St Mark's Centre Manager
- Property Team
- CEO
- Finance Team
- Head of Service Delivery & DAC Team

External:

- Land Agents,
- Professional advisors,
- Solicitors
- Contractors

Property Team Structure



Person Specification

Essential:

- Educated to degree level or a professional qualification in a related field, for example land management, asset management, real estate, construction, surveying.
- Significant experience at a senior or strategic level in land, property, asset management or development, with responsibility for managing complex and multiple portfolios or projects simultaneously in a complex environment.
- A track record of leading property transactions, including acquisitions, disposals, leases and development schemes.
- Substantial experience of negotiating complex commercial deals, achieving best value while managing financial and legal risk.
- Experience of managing and overseeing significant revenue and capital budgets, including forecasting, monitoring and financial reporting.
- Demonstrable experience of contract management, including appointing and managing agents, contractors and professional advisers.
- Experience of working effectively with professional advisers, interpreting technical advice and making evidence-based recommendations. Excellent written communication and report writing skills, with experience of preparing business cases, financial appraisals and option reports for senior leaders, boards or committees.
- Experience of operating within governance, regulatory and statutory frameworks, including charity, property and health and safety requirements.
- Experience as a people manager, including leading, developing and managing staff performance.
- Ability to balance commercial outcomes with wider organisational objectives, exercising sound professional judgement.
- Excellent persuasive and negotiation skills, able to act as an ambassador for CDBF.
- Outstanding communication and interpersonal skills – credible leader with ability to openly engage and establish relationships and partnerships with stakeholders
- Strong leadership and influencing skills, with the ability to bring order to complex situations and find innovative ways of solving or pre-empting problems.



- Attention to detail with a strong knowledge of property law and Health and Safety legislation.
- Flexible and with good judgement: able to balance the sometimes competing needs of ministry development and financial prudence.
- Practical attitude with a drive, resilience and a strong record of personal delivery.
- Full driving license with access to own vehicle
- Willingness to travel across the Diocese

Desirable:

- A member of RICS with property management experience.
- Experience of overseeing facilities and building management, with a sound understanding of health and safety requirements and risk management within an office and buildings environment.
- Understanding of the organisational structure, breadth and dynamics of the Church of England and ecclesiastical law.
- Good IT skills, including operation of databases and proficiency with MS office applications.
- Having an understanding of the Church of England/[Diocese of Chelmsford](#) and the Christian faith



Outline of Terms and Conditions

Role	Head of Assets & Development
Responsible to	Chief Operating Officer
Salary	£58,000 to £62,000, subject to qualifications and experience
Hours	Full time – 35 hours per week. Consideration will be given to applicants wishing to work part-time
Pension	Enrolment in the Church Workers' defined contribution scheme (a non-contributory scheme with an 11% contribution by the Board), plus in-service life cover.
Annual Leave	30 days plus 8 public holidays
Probation Period	Three months
Notice Period	After service of one month, but during the probationary period - 1 weeks' notice. Upon successful completion of the probationary period – 3 months
Expenses	Working expenses are paid at the Diocesan rates.
Base	Diocesan Office, 53 New Street, Chelmsford, CM1 1AT. You will also be required to work at other locations within the Chelmsford Diocese in line with the requirements of your role. Hybrid Working may be considered (60% of working time to be undertaken at the Diocesan Office), including on completion of successful probation period
Contract	The contract of employment will be with the Chelmsford Diocesan Board of Finance (CDBF).

Pre-employment Administration

Checks:

The contract is subject to:

- 2 satisfactory references, including from current and/or most recent employer
- Completion of a Confidential Declaration form
- A Basic DBS check
- Driving Checks (Driving Licence, road tax, MOT and car insurance)



- Educational/Professional Registration Qualification Certificate
- Overseas Check (If applicable)
- Background Checks

Right to work:

- The post-holder must have Proof of eligibility to work and reside in the UK. A check will be undertaken.

Employee Benefits

- Flexible & Hybrid Working, including from commencement of employment (*if applicable to the role*)
- 35 hour working week (full time)
- Enrolment in the Church Workers' pension scheme from the first day of employment (non-contributory scheme with an 11% contribution by the Board),
- In service life cover of three times annual salary,
- 30 days Annual Leave plus 8 public holidays pro rata.
- Payment of professional fees/memberships (for relevant roles)
- Cycle to work scheme
- Employee Assistance Programme, with access to 24/7 helpline and counselling
- Family friendly policies, including enhanced Maternity, Paternity and Shared Parental leave and pay
- Time will be made available for any necessary Continued Professional Development, (
- Attractive City Centre Location with good transport links
- Spacious offices, with free on-site car parking