

Building Surveyor

APPLICANT BRIEFING PACK

July 2025





## ABOUT THE CATHOLIC DIOCESE OF PORTSMOUTH

### Our Diocese

We are the Diocese of Portsmouth, governed by the Bishop of Portsmouth, Bishop Philip Egan. We belong to the One, Holy, Catholic Church, which is led by the Bishop of Rome, Pope Leo XIV.

### The Diocese of Portsmouth

Our Diocese is spread across five counties on England's South Coast, and the Channel Islands. We are the local Church for the whole of Hampshire, Berkshire, the Isle of Wight, Jersey, and the Bailiwick of Guernsey as well as the Southern Part of Oxfordshire and the Eastern part of Dorset.

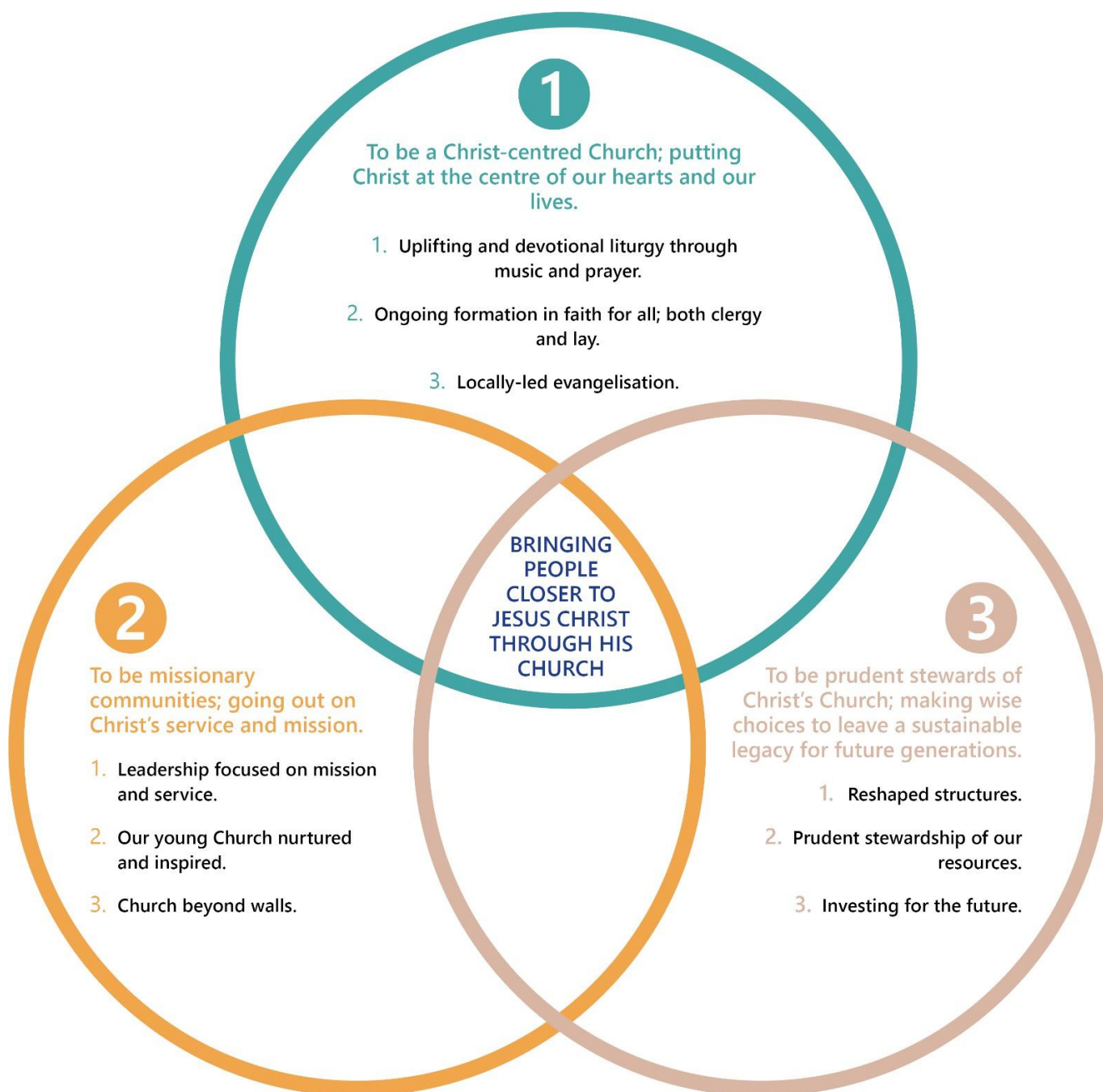
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

We belong to the province of Southwark, which covers the whole south coast from Kent to Cornwall. Our Metropolitan is the Archbishop of Southwark. Our province also includes the Archdiocese of Southwark, the Diocese of Arundel and Brighton, and the Diocese of Plymouth.



## Ten-Year Mission Plan

*You Will Be My Witnesses* in summary



## Role Purpose

As a Building Surveyor in the Diocese Estates Team, you will have the opportunity to develop your knowledge through training, whilst working on a diverse property portfolio including Grade II listed historical buildings.

In this role, you will:

- Assist the Diocese and Estates team, by scheduling, instructing and overseeing 5 yearly cycling building condition surveys (known as Quinquennial reports) and prioritising the resulting recommended remedial repair works by agreement with each Parish on the Diocese's churches, halls, offices and residential properties to include listed buildings.
- Proactively reduce the current backlog of circa £28m remedial repair work resulting from building condition surveys.
- Improve the value for money spent on both the building condition surveys and the resulting repair works.
- Provide tailored project management services to ensure the professional procurement and delivery of major and minor capital projects ranging from new buildings and church campus improvements to alterations, extensions and refurbishment projects.
- Prioritise, oversee and project manage works resulting from building surveys.
- Act on Joint Contracts Tribunal construction contracts dispute resolution and prepare the information required to support the litigation of contracted works or collateral warranty claims.

Some out of office hours and travel are required across the Diocese. This role is based at St. Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA

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## Key Internal and External Relationships

- Parish Priest, clergy and Pastoral Area colleagues.
  - Parish teams.
  - Diocesan Teams - Finance, HR, Estates, Safeguarding, Communications and Governance.
  - External suppliers and contractors.
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## **Building Surveyor – Job Description**

### **Key Responsibilities**

#### **Main Duties**

- Oversee and later complete building surveys on Diocese church properties.
- Prioritise, oversee and project manage works resulting from building surveys.
- Work with relevant Parish representatives to develop and implement a planned works and later preventative maintenance programmes for church properties.
- Establish best value from both Parish building surveys and the resulting works via the introduction of improved contractor selection and increasing competition.
- Developing and implementing building projects with Parishes.
- Provide tailored project management services to ensure the professional procurement and delivery of major and minor capital projects ranging from new buildings and church campus improvements to alterations, extensions and refurbishment projects.
- Act on Joint Contracts Tribunal construction contracts dispute resolution and prepare the information required to support the litigation of contracted works or collateral warranty claims.
- Be accountable for and submit individual proposal reports, block program updates and general performance reports to the Parish, Director of Estates and Diocesan Committees as required.

#### **Governance and Compliance**

- Ensure parishes comply with all relevant Diocesan policies.
- Assist with insurance claims and annually review the extent of insurance coverage.

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#### **Professionalism and values**

- Uphold and promote the ethos and values of the Catholic Church.
  - Work collaboratively with the Parish Team to ensure the Parish Priest remains supported.
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## Building Surveyor – Person Specification

Competence, Expertise and Knowledge:	
<b>Essential</b>	<ul style="list-style-type: none"><li>• RICS or CIOB qualified Building Surveyor with a minimum of 3-5 years post qualification experience.</li><li>• Demonstrated experience in delivering high quality professional reports to internal clients.</li><li>• Proven ability to successfully prioritise tasks within available budgets.</li><li>• Excellent communication and interpersonal skills with the ability to engage with people at all levels.</li><li>• Ability to provide and maintain trusted advice to lay persons.</li><li>• High level of proficiency in IT, including Microsoft Office and financial software.</li><li>• Strong organisational and problem-solving skills with the ability to manage multiple priorities.</li><li>• Knowledge of building pathology, property management, including maintenance and health and safety compliance.</li><li>• Valid driving licence and access to a vehicle.</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Knowledge of the values and teachings of the Catholic Church.</li><li>• Experience working in a parish, charity or non-profit organisation.</li><li>• Knowledge of safeguarding and data protection practices.</li><li>• Knowledge of Listed Buildings.</li></ul>

## Salary, Benefits & Location

Salary: £55,000

Hours: 37.5 hours per week

Contract: Full Time, Permanent

Location: Based at St. Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA

Direct Reports: 0

Travel Requirement: Some out of office hours and travel are required across the Diocese; you will need a valid driving licence and access to a vehicle.

## Benefits

25 days holiday plus bank holidays

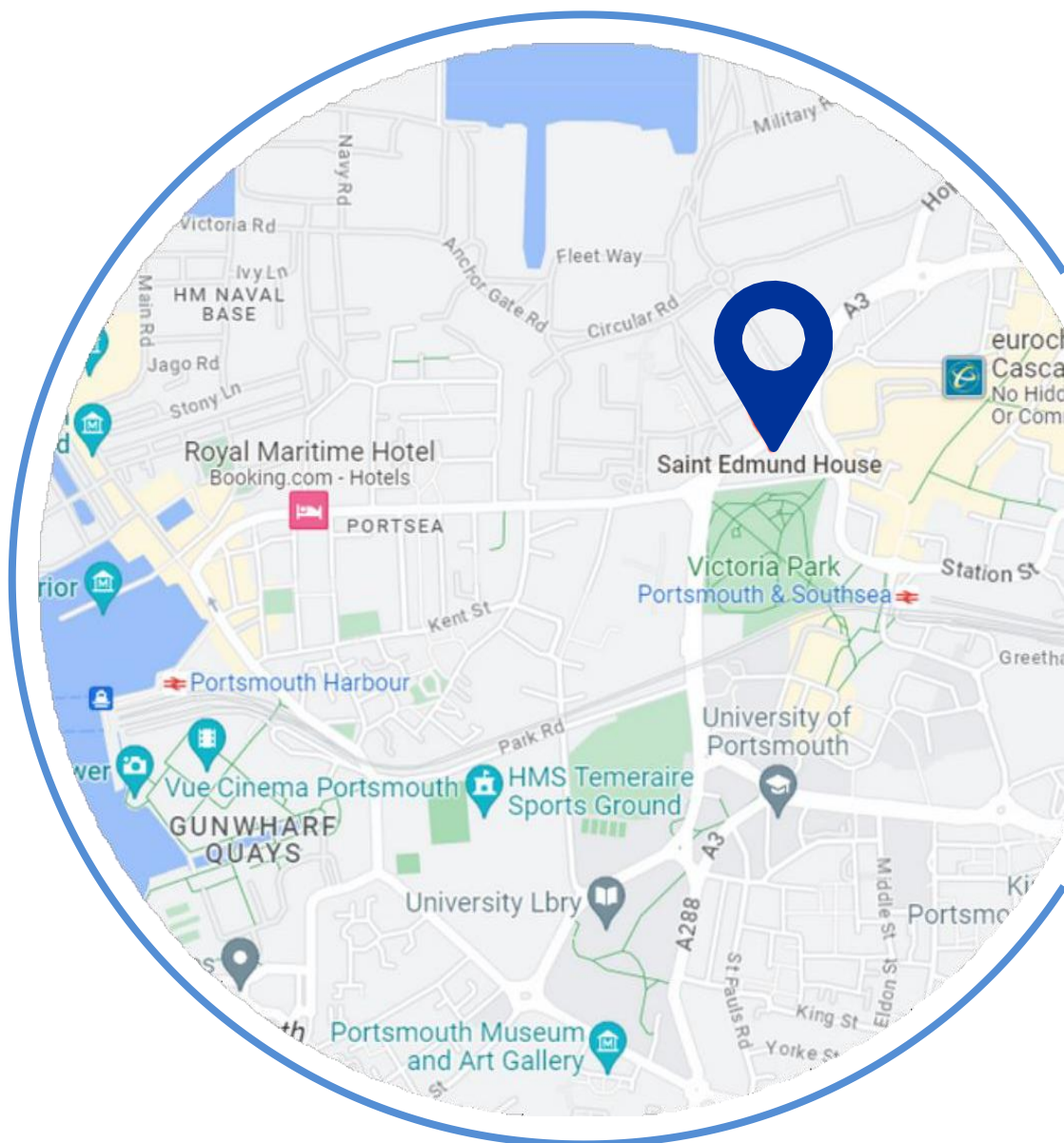
Life Assurance and Employee Wellbeing

Contributory pension scheme with Scottish Widows

Free on-site parking

## Head Office

St. Edmund House,  
Bishop Crispian Way,  
Portsmouth,  
PO1 3QA





## How to Apply

Please send a comprehensive and up to date Curriculum Vitae along with a covering letter setting out your suitability for the role and motivation in applying (no more than 2 sides A4) to [recruitment@portsmouthdiocese.org.uk](mailto:recruitment@portsmouthdiocese.org.uk) Please state 'Building Surveyor' in the subject line of your email.

The Diocese of Portsmouth is an equal opportunity employer and welcomes applications from all who support the ethos and values of the Catholic Church.

We encourage an early application as we may close this advertisement at our discretion before the date stated, if a high number of applicants apply.

The closing date for applications is Sunday 5th October, at 23.59pm.

## Interview Information

You will be notified shortly after the closing date, should we wish to progress your application and invite you to an interview.

## Appointment

Any offer of employment to work at the Catholic Diocese of Portsmouth is conditional upon receipt of two satisfactory employment references, provision of relevant certification of qualifications held, and completion of pre-employment checks.

You must have a valid UK Right to Work, as the Catholic Diocese of Portsmouth does not offer UK Visa Sponsorship.

