

LAND & BUILDINGS OFFICER, EDUCATION & SCHOOLS - HOVE

Part Time – 24 hours per week

£35,000- 40,000 per annum pro rata

The Diocese of Chichester is one of the 42 dioceses which make up the Church of England: we are the Church of England in Sussex. The Diocesan Office at Church House, Hove serves the people of the Diocese: those in more than 360 parishes and more than 150 church schools and the wider community as a whole.

An exciting opportunity has arisen for a Land & Buildings Officer to join our Education Department to assist us in ensuring we are meeting the statutory obligations in the provision of our school buildings, related properties and in the management of matters relating to school organisation.

The successful candidate will become fully conversant in the legal, financial and regulatory frameworks for Voluntary Aided Church of England schools in respect of the purchase and sale of land, management of trusts, capital investment for school sites as well as a good understanding of land and building issues relating to Church of England schools.

You should have experience of project management, whilst a legal or accountancy background as well as any experience in the field of education could be helpful. Applicants should be able to demonstrate a high level of literacy and numeracy skills and have a good working knowledge and understanding of accounting information, as well as IT skills to include extensive use of Excel, and Word.

It is essential that candidates communicate effectively as liaising with professional bodies, independent advisors, school governors and local authorities will be a key part of this role. You will also work alongside our Capital Assets Project Officer and it is essential that candidates are able to work flexibly and cohesively as part of a team, as well as having the experience, knowledge and initiative to work alone.

The key duties of the role are:

- The management and administration of matters relating to school land and buildings;
- To liaise and negotiate with local authorities and central government in the securing of church school buildings across the Diocese;
- To provide support and advice to all diocesan schools and their governing bodies in respect of the provision and development of school buildings;
- Due diligence of schools wishing to academise and ensure all matters regarding land and buildings are dealt with appropriately and in a timely manner;
- Manage the income and disposal of closed schools and school houses;

- To advise governors, headteachers and trustees on education and charity legislation relating to school land and buildings;
- Maintain awareness of school trusts, trustees and objectives;
- Support the Capital Asset Project Officer in liaising with external organisations to ensure the successful management and completion of building projects;
- Provide governor training and in-service courses.

The successful candidate will need to hold a full UK driving licence and have their own vehicle as this position will require some travel. They must also be able to offer flexibility to attend evening and out of hours meetings when the role requires it.

Candidates should support the ethos, aims and objectives of Christianity, the Church of England and the Diocese.

Further Information

For a full job description and person specification, please refer to the attachment.

Applications should be made by CV with a covering letter expressing your interest in and suitability for the post to recruitment@chichester.anglican.org

Application deadline: Friday 3rd July

Interview date: week commencing 13th July