

## Refreshing our commitment

Ministry Grouping	FINANCE, ASSET AND RISK MANAGEMENT
Ministry	<b>Parish Premises Surveyor/Engineer</b>
What does it involve?	To lead and coordinate implementation of quinquennial surveys and major building projects at both our churches (including presbyteries/halls/outside areas). To act as client for the Parish in instructing works and appointment of relevant professionals. To prepare cash flows and budgets to the Finance Committee on which decisions can be made in implementation of works.
Gifts required:	<ul style="list-style-type: none"><li>▪ Good communicator (oral and written skills)</li><li>▪ Logical and well-organised (especially maintaining records of works undertaken against priorities agreed with the Finance Committee,</li><li>▪ Ideally a member of the RICS, ICE, CIOB or CIBSE</li><li>▪ IT literate (Excel)</li></ul>
Time required (average weekly/monthly)	20 hours a month (This is a role that could be shared between two people with the relevant skills)
Likely peaks in time commitments:	40 hours a month when major projects being developed/on site
How long would I need to commit for?	Ideally, 3 years with an opportunity to review the role after 6 months
Location:	Home with written reports made to Parish Finance Committee and Diocese as required
Responsible to:	Finance Committee Chairman
Other key relationships:	Parish Finance Committee, Maintenance volunteers and contractors, Health and Safety Coordinator, Lettings managers. Diocesan Property Manager
Support available:	Diocese

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### Parish Premises Surveyor/Engineer

Yes this is for me

I'd like to know more

### Signed

**Name**  
**Contact details**

Please return to the parish office or in the Refreshing our commitment box in the narthex.