**JOB DESCRIPTION**

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| **Job Title:** | Head of Estates & Compliance  |
| **Team:** | Estates |
| **Location:** | Royal Chantry Offices  |
| **Line Manager:** | Chief Finance Officer  |
| **Matrix reporting:**  | Canon Treasurer for care of the Cathedral’s estate, fabric, treasures and archive |
| **Contract type:** | Permanent |
| **Hours:** | Full Time is preferredWe welcome applications from part-time candidates and are open to flexible working arrangements.  |
| **Date of completion:** | February 2025 |

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| **1** | **Job Purpose** |
|  | The Head of Estates & Compliance plays a crucial role in preserving, enhancing, and future-proofing Chichester Cathedral and its wider estate. This is a rare opportunity to lead the management of one of the UK’s most significant heritage sites, ensuring its buildings, grounds, and facilities remain safe, sustainable, and inspiring for generations to come.  |
| **2** | **Principal Accountabilities** |
|  | * Overseeing the maintenance, security, infrastructure, repair, and conservation of the Cathedral’s buildings and grounds, preserving their historical and architectural significance.
* Ensuring all estate activities comply with relevant health and safety, building regulations and other statutory requirements. Working with colleagues to ensure appropriate training and induction for employees and volunteers ensuring they understand their h&s responsibilities;
* Leading on the management of capital projects, including renovations and restoration work, managing budgets, timelines, and stakeholder communications.
* Promoting and implementing environmentally sustainable practices across the estate.
* Managing and developing the Estates Team, fostering a culture of excellence, collaboration, and continuous improvement.
* Preparing and managing the estate maintenance budget, ensuring cost-effective use of resources.
* Collaborating with internal and external stakeholders, including clergy, staff, volunteers, contractors, and the local community.
* Identifying and mitigating any risks associated with estate operations and projects.
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| **3** | **Level of Responsibility** |
| **a** | **People**Line manages the Maintenance Coordinator, Maintenance Operative and Maintenance Assistant.Property managers, external cleaning contractors, nominated contractors, IT partners. |
| **b** | **Financial**Manages the estates budget and our outsourced property management contracts. |
| **c** | **Other**Chair of Health & Safety Committee Member of the Fabric Advisory Committee, the Restoration Planning Group and the Library Advisory Committee.  |
| **4** | **Contacts** |
|  | * Chapter, the Cathedral’s governing body, the Surveyor of the Fabric, the cathedral’s architect, and regulatory or statutory bodies, including the Chichester Cathedral Fabric Advisory Committee (FAC), Cathedrals Fabric Commission for England (CFCE), Chichester District Council, Chichester Conservation Area Advisory Committee, amenity societies;
* third-party property management partners in support of property rentals as required;
* Finance team to work on annual budgets and a five-year cyclical plan for financial forecasts across the estate;
* Restoration and Development Trust to prepare projects costs as required for fundraising and grant making applications;
* All employees to ensure that their working environment is fit for purpose.
* All colleagues and other stakeholders to provide professional guidance, advice and support on relevant activities and projects.
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| **5** | **Special Requirements** |
|  | The post-holder is not required to be a communicant member of the Church of England but should be in sympathy with our mission.Chichester Cathedral is committed to safeguarding of children, young people, and vulnerable adults. All staff, clergy and volunteers are expected to share this commitment and adhere to our safeguarding policies and procedures and to undertake any mandatory training including CofE safeguarding training as appropriate.All employees, clergy and volunteers have a responsibility to ensure their own health and safety and that of colleagues, visitors and volunteers by following our health and safety policies and procedures. Everyone is expected to take appropriate care in their work and report any concerns or incidents in line organisational guidelines. |
| **6** | **Qualifications, Skills and Experience** |
|  | **Qualifications:**Relevant degree and/or professional qualification is highly desirable.**Experience:*** Proven experience in estate or facilities management, ideally within a heritage or ecclesiastical setting;
* Practical experience of working within an historic or listed building;
* Demonstratable success in leading conservation projects in historic buildings;
* Experience in budget management and financial planning;
* Proven track record of leading and developing teams;
* Experience in working with planning and heritage officers;
* Experience working with apprenticeships is desirable but not essential.

**Skills and Competencies:*** Strong leadership and people management skills;
* Excellent communication and interpersonal abilities;
* Strategic thinking with the capacity to innovate and drive change;
* In-depth knowledge of health and safety regulations and compliance requirements;
* Ability to manage multiple projects simultaneously and meet deadlines;
* Proficient user of estate management software and systems.
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