



## Estate Officer

The Friends of Friendless Churches (FoFC) is a small charity with a big task. For the past 67 years, we've been rescuing, repairing, and campaigning for redundant historic places of worship all across England and Wales. The challenges facing churches are mounting, and our work is becoming more important than ever.

As Estate Officer, you'll be responsible for the efficient and effective delivery of routine and periodic maintenance of our historic churches and churchyards. You will use your experience of working with historic buildings to assess maintenance and repair needs, and prioritise, budget, plan and instruct works to ensure our churches and churchyards are kept in good condition and are safe and welcoming to volunteers and visitors.

You will be responsible for maintaining the church building database, and reporting regularly to the Director on priorities. You will have excellent communication skills, and will work with our Volunteer Coordinator to support volunteers caring for their church.

This is a new role for the FoFC, and the successful candidate will have the ability, skill and confidence to work on a range of different issues, including planning works ahead and responding quickly to new issues as they arrive.

A detailed description of the role is given in the following pages. We're looking for someone who will perform the role described as part of a small team running FoFC, and will contribute to the success of the team as it develops.

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This job is advertised a single full-time role, however we acknowledge there is an extensive geographical area to be covered and would consider offering this as two part-time roles.

To apply for this job, please send your CV and cover letter (max. two pages) to [recruitment@fofc.org.uk](mailto:recruitment@fofc.org.uk) **by 5pm on 16 October 2024**. Interviews will be held in late October at 70 Cowcross Street, London, EC1M 6EJ. Travel costs to the interview will be reimbursed.

If you have any questions about the role, please get in touch with our Director, Rachel Morley, at the email address above.

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President The Most Honourable The Marquess of Salisbury KG KCVO PC DL  
Chairman Roger Evans M.A.  
Director Rachel Morley BEng

*Friends of Friendless Churches is a company limited by guarantee. Charity no.: 1113097; Company no.: 1119137;  
Registered in England and Wales.*

## About the Friends of Friendless Churches

We are an independent, non-denominational charity which receives no government funding in England, and a modest grant in Wales. We have 61 buildings in our care, and we acquire more each year when they close.

We believe that an ancient and beautiful church fulfils its primary function merely by existing. It is, in itself, an act of worship. These buildings are our greatest architectural and cultural legacy, shaping landscapes and lives for hundreds of years. They are the spiritual and artistic investment of generations, and they should survive for the benefit of future generations.

To find out more visit [fofc.org.uk](http://fofc.org.uk)

## Job Description

- Job title:** Estate Officer
- Location:** Home-based with occasional meetings at our London office
- Salary:** £35,000 +6% pension contribution
- Hours:** 35 hours net per week; Full-time; Permanent  
Occasionally, you may be required to work out of hours for travel to and from site and additional hours for out-of-hours events, our Trustees' Tour and AGM (reasonable travel expenses are reimbursed).
- We anticipate that the successful candidate will need to spend 30% of their time on site.
- This job is advertised a single full-time role, however we acknowledge there is an extensive geographical area to be covered and would consider offering this as two part-time roles.
- Holidays:** 28 days per annum, in addition to all public holidays observed in England and the office shut down period over Christmas
- Reports to:** Director of the Friends of Friendless Churches

**Job purpose:**

To ensure the routine and periodic maintenance of our historic churches and churchyards is efficiently and effectively undertaken. To appoint, appraise and develop our teams of maintenance contractors, ensuring we get a quality service at competitive prices. To prioritise and plan and implement a programme of minor repairs. To maintain the church database. To review fixtures, fittings and chattels and advise on repair needs. Working with our Volunteer Coordinator to support volunteers in caring for their church.

Church and Churchyard: Maintenance

- Develop, plan, budget and oversee the delivery of the building maintenance programme.
- Develop, plan, budget and oversee the delivery of the churchyard maintenance programme, where the churchyard is owned by FoFC. (This will include grounds maintenance, monuments, preaching crosses, boundary walls, gates and lychgates.)

- Prioritise, budget, schedule and oversee the periodic testing and repair of electrical installations, lightning conductors and heating systems.
- Organise smart-meter installation where applicable.
- Respond, record and act on reports of maintenance or fabric issues that are reported by volunteers and visitors.
- Be the point of contact for neighbour issues, such churchyard maintenance, where FoFC is not the owner, access issues if they arise.
- Be the point of contact for all maintenance and property management issues, including emergency response to vandalism, flooding, etc.
- Compile and keep up-to-date a log of maintenance issues, with a note on how and when these will be addressed. Brief the Director on these issues and progress at monthly meetings.
- Assess the performance of maintenance contractors for review with the Director.

#### Church and Churchyard: Minor repairs

- Review reports from maintenance contractors, prepare a brief and develop a costed annual plan for undertaking minor repairs to an agreed level of expenditure. These works might include localised repointing of stonework, decorating rainwater goods, mending cracked glazing.
- Where applicable, work with the church architect or surveyor to deliver these repairs.
- Where it makes sense and where budget allows, undertake inspection(s) of works on site.
- Where works are on site for a period of time and access may be restricted, ensure all staff are aware in advance, and add work dates to the team calendar.
- Record works undertaken on our database.

#### Volunteer support

- Work with the Volunteer Coordinator to design and deliver training for volunteers on basic building maintenance and church cleaning best practice.
- Ensure volunteers are kept informed of planned maintenance visits and works, and ensure works do not clash with events or bookings at the church.
- Where volunteers have undertaken basic building maintenance, review the works completed and give feedback if necessary.

#### Administration & Team Support

- Review and update, or compile, risk assessments for churches and churchyards.
- Maintain the church information records on our database. (And suggest improvements to the system)
- In managing the annual maintenance budget, receive and review invoices for works commissioned, code and submit for payment in advance of the supplier's due date.
- Support the team in the planning and delivery of events, such as Open Days and Church Tours.
- Occasionally produce a report for our members' magazine, e-newsletter and social media channels.

#### Church contents: Recording and data collection

- Review and update or compile from scratch an inventory of the contents of each church.
- Record contents information on our database.
- Assist in the development of projects, including outreach and fundraising, for repairs to these items.
- Undertake an audit of church keys, and in conjunction with the Operations Manager:
  - Ensure keys that are still in use are correctly labelled and safely stored.
  - Organise the cutting of keys that are missing from the office master set, or for new volunteers.
  - Maintain a log of where keys are held, and be responsible for recording "loaning" keys from the office master set.

## What we're looking for

### Training, experience & personal qualities

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"><li>- An appropriate professional qualification or educated to degree level in the field of historic buildings conservation</li><li>- Experience of maintaining historic buildings</li><li>- Experience of managing budgets</li><li>- Ability to prioritise and plan workload – working with the FoFC team and volunteers</li><li>- Understanding of and sympathy with FoFC's work and cause</li><li>- Polite and efficient manner, attentive listener and careful management of local expectations of repairs</li><li>- Excellent IT skills, with experience of common IT systems and programmes</li><li>- Self-motivation, and the ability to work on one's own initiative</li><li>- Comfortable with lone working</li><li>- Full, clean driving licence</li></ul>	<ul style="list-style-type: none"><li>- Experience using databases</li><li>- Experience of working in a small, dispersed team</li><li>- Experience of church conservation</li><li>- Experience of working with a geographically dispersed group of buildings and maintenance contractors</li><li>- Experience of training volunteers, reviewing voluntary building maintenance and giving feedback.</li></ul>