

Perth Presbytery Building Officer Role & Remit

Purpose:

To assess, record and monitor the condition of ecclesiastical buildings within the bounds of the Presbytery of Perth and help congregations plan and prioritise their fabric repairs and improvements. This role will also provide congregations within the presbytery with advice on property matters including improvements and new developments.

Key objectives:

Discharging their maintenance and statutory compliance responsibilities in respect of the ecclesiastical buildings within their bounds and care, including the undertaking of inspections

Improving and developing their church buildings and facilities to be fit for purpose for the needs of their ministry and mission

Implementing various programmes of planned, cyclical and legally required maintenance to their buildings

Main Duties:

Carry out condition surveys of ecclesiastical buildings and prepare written reports using standard forms, and undertake dilapidation inspections of redundant buildings.

Help congregations organise church property reactive repairs and maintenance, which will involve engaging with a wide range of suppliers and building contractors. Assist congregations to ensure building maintenance and development projects remain within agreed scope and approved funding parameters.

Help congregations organise and report on programmes of planned, cyclical and legally required maintenance based on five-yearly inspection reports, condition surveys and ensure relevant compliance responsibilities are drawn up and implemented with due consideration of available funds and resources.

Review applications for financial assistance for fabric works from congregations to assist presbyteries in forming a recommendation for approval or otherwise (via the Property Committee).

Help congregations ensure that contractors comply with standards for health and safety management on all projects, including: establishing clear working practices consistent with the General Trustees Safe Buildings Team; monitoring for adherence at critical junctures throughout a contract; reviewing on completion; and effecting improvement in future practices through informed comments from contractors, end users and external consultants.

Maintain a project database for maintenance contractors (including large, one-off projects) with continued monitoring against programme, cost plans, quality and safety standards.

Undertake periodic reviews of service delivery, attending to direct complaints of procedural failure, and implement with a consistent approach the improvement to operational structures and processes identified as necessary and representing value for money.

Support the Local Property Committee to ensure all processes are followed and timely decisions are made regarding church repairs/works.