



JOB DESCRIPTION

Job Title	Regional Surveyor
Area / Department	Retired Ministers Housing Society
Reporting To	Senior Building Surveyor
Direct Reports	None
Location	Home-based (on completion of internal training) /to participate in out of hours cover on a rota basis
Travel	Extensive throughout North England and Scotland <i>Attendance at Church House, 86 Tavistock Place, London WC1H 9RT at least twice per month.</i>
Working Hours	35 hours per week (participate in out of hours cover on a rota basis)

Job Summary: The Regional Surveyor is responsible for delivering responsive maintenance, planned maintenance and investment works across approximately 140 properties within their designated region. The role ensures that homes remain safe, well maintained and compliant with relevant legislation and regulatory requirements, supporting the provision of high-quality accommodation for our elderly residents.

The postholder will undertake building surveys and property inspections, diagnose defects, prepare specifications, manage contractors and oversee the delivery of works to the required quality, cost and timescales. Working closely with colleagues, contractors and residents, the Regional Surveyor will maintain oversight of property condition, compliance and associated risks, applying their technical knowledge to support the effective management and improvement of the organisation's housing assets.

Background:

The Retired Ministers Housing Society (RMHS) provides housing for ministers in retirement, aiming to provide adequate housing suitable for long-term occupation.

It maintains, with the assistance of local volunteers, around 260 properties tenanted by retired ministers, arranging inspections and repairs and manages around 20 properties occupied as manses by centrally appointed ministers.

The United Reformed Church Retired Ministers' Housing Society Ltd. is a registered Community Benefit Society under the Co-operative & Community Benefit Societies Act 2014, regulated by the Financial Conduct Authority (Number 15986R).

Principal responsibilities and duties

Property Acquisition and Disposal

1. Support the assessment of properties against approved acquisition and disposal criteria by providing technical building surveying advice and property condition information.
2. Undertake pre-purchase surveys, condition reports and technical assessments for potential property acquisitions in accordance with policies, procedures and relevant standards.
3. Undertake void property inspections and provide recommendations to the Senior Building Surveyor regarding repair requirements, investment needs and suitability for future use in accordance with agreed policies and procedures.
4. Provide technical reports and recommendations to the Senior Building Surveyor to support property acquisition and disposal decisions, identifying condition issues, potential risks, repair requirements and associated costs.
5. Specify, coordinate and monitor building works associated with property acquisitions and disposals, ensuring works are completed to the required quality, standards and timescales.
6. Work collaboratively with residents, housing teams and other stakeholders to understand property requirements and support effective housing decisions.

Asset management

1. Undertake approximately 20% of patch stock condition surveys each year, with support from the Senior Regional Surveyor, to assess component lifecycles, property condition, investment requirements and suitability of properties for residents. Ensure survey information is accurately recorded on relevant systems. Refer any concerns regarding resident welfare to the Head of Housing.
2. Prepare specifications, schedules of work and technical documentation for responsive repairs, planned, capital and cyclical works, ensuring compliance with organisational standards, quality requirements and value for money.
3. Support the Senior Building Surveyor and Repairs and Maintenance Officer in the development and delivery of annual planned, capital, cyclical and investment works programmes.
4. Manage the delivery of minor and major aids and adaptations within the housing stock, including undertaking property assessments, specifying works and overseeing contractors to ensure adaptations meet assessed resident needs, are delivered effectively and comply with relevant standards and statutory requirements.
5. Liaise with colleagues across Property Services to support improvement programmes, including energy efficiency, retrofit and sustainability initiatives.
6. Undertake building inspections, diagnose defects and assess required works, preparing specifications, schedules of work and technical recommendations where required.
7. Provide technical advice on building safety, damp and mould, disrepair and statutory compliance risks.
8. Undertake technical inspections in response to complaints, Member enquiries, Ombudsman investigations, disrepair claims and complex repairs, providing recommendations and technical reports where required.

9. Monitor and oversee building works, including works associated with insurance claims, ensuring delivery to agreed standards, specifications, timescales and budgets.
10. Manage contractors delivering repairs, planned, capital and cyclical works, ensuring compliance with approved specifications, agreed timescales, budgets and performance standards.
11. Carry out post-inspections and ensure works are completed to the required quality standards, managing defects, snagging, remedial works and rework prior to completion and sign-off.
12. Authorise invoices for payment within delegated financial limits, ensuring works completed align with agreed specifications and contract requirements.
13. Build effective relationships with residents, supporting the assessment of ongoing housing needs and ensuring property services are delivered in a customer focused manner.
14. Act as Managing Agent for allocated URC Trust properties in accordance with agreed management arrangements and service requirements.
15. Work closely with the Repairs and Maintenance Officer, Compliance Coordinator and wider Property Services team to ensure repairs, maintenance and compliance works are delivered safely, effectively and within agreed timescales.
16. Review compliance inspection outcomes, reports and quotations, providing technical input and supporting the identification, specification and delivery of remedial and planned works.
17. Support the maintenance and review of compliance information, including asbestos and legionella records, ensuring relevant data is accurate, up to date and actions arising from inspections are appropriately addressed in accordance with legal requirements and organisational procedures.
18. Identify, assess and escalate Category 1 and Category 2 hazards in accordance with the Housing Health and Safety Rating System (HHSRS), ensuring appropriate remedial actions are implemented.

Policy and Administration

1. Liaise closely with other Regional Surveyor(s) to provide appropriate cover and support during periods of annual leave and sickness where possible.
2. Contribute to the review and improvement of Property Services policies, procedures and guidance, making recommendations to the Senior Building Surveyor or Head of Property Services where appropriate.
3. Support the continuous improvement of systems and procedures for the effective management, maintenance, repair and monitoring of the housing stock.
4. Maintain accurate property records, survey information and asset data to support compliance, investment planning and performance reporting.
5. Maintain professional competence through regular training, CPD activities and keeping up to date with relevant legislation, guidance and best practice to support effective service delivery.

Expected Standards:

This section refers to the way in which the job is done rather than the duties/responsibilities.

The [C] Core or [E] Enhanced specified after each standard denotes the clause required for the job:

1. Communicate effectively with colleagues and internal and external contacts. [C].
2. Act in ways that support a culture which promotes equality and values diversity [C].
3. Promote, monitor and maintain best practice in health, safety and security [E].
4. Deliver excellent customer service. [C].
5. Take responsibility for own personal development and develop skills and knowledge to enable effective work performance. [C]. Ensure compliance with data protection principles and practice. [C].
6. Ensure compliance with safeguarding practice. [C].
7. Be pastorally sensitive to the unique situation of each tenant [Role specific].
8. Adhere to all RMHS administrative processes and procedures [Role specific].
9. Ensure compliance with all relevant legislation [Role specific].

This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list, and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time in order to meet organizational or departmental needs and this job description will therefore be subject to periodic review and change if required.

Updated August 2026

Person Specification

Job Title: Regional Surveyor

Requirements	Essential	Desirable	Measurement
Education and qualifications	1. RICS, AssocRICS or CIOB qualification		CV/ Interview
Experience and Knowledge	2. 5 years post qualification 3. Managing building and maintenance repairs 4. Working collaboratively with contractors. 5. Working collaboratively with property professionals 6. Understanding homeowners' needs and translating them into practical cost-effective solutions 7. Building Regulations, and planning applications processes 8. Sound understanding of all regulations covering building safety and decency	• Social housing • Working with vulnerable people • Property adaptations for the disabled or elderly	CV/ Interview/ Test
Skills and Abilities	9. Sound judgement in relation to property matters 10. Good interpersonal skills including diplomacy, confidentiality and careful listening 11. Ability to write clear and concise property reports recommending a course of action 12. Microsoft Office particularly Outlook, Word and Excel to intermediate level 13. Ability to work independently whilst maintaining excellent communications with reporting base 14. Willing to work flexibly in order to meet a deadline		CV/ Interview/ Test

Other	15. Willing to travel in the UK and to stay away from home overnight when required. 16. Clean driving licence 17. Willing to work within the Christian ethos of the URC 18. Enhanced DBS		CV/ Interview
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