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# Role Description

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| Role Title | **MANSE STEWARD FOR DISTRICT MANSE** | | |
| Reports to | District Resourcing Mission Committee and the District Council | Location | Home based |
| Time Needed | Three hours per month | Remuneration | Voluntary roles with expenses reimbursed |

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| Role Purpose and Objectives |

Responsible for the maintenance of the District Manse at 1 Farrier Close, Stoke Heath, Bromsgrove, B60 3PQ.

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| Main Responsibilities |
| **Key Responsibilities**  • To visit the manse at least twice a year to meet with the occupant and review the condition of the property and once a year complete the appropriate Property Schedule.  • To liaise with the occupant and ensure all necessary maintenance, repairs, replacements and decorations are carried out promptly  • To ensure that work is carried out by accredited tradesmen and when appropriate alternative quotes are obtained for the work needed and authorisation given by the District Officers or Resourcing Mission Committee  • To ensure that the property has the necessary safety certificates and that gas and electrical equipment is checked routinely.  • To ensure that the property file/ ‘log book’ held in the manse is updated with a copy of Quinquennial reports, work sheets, invoices, guarantees, inspection certificates, etc.  • To be aware of P11D taxation implications - This is because some work done on manses when a Minister is in residence can be classed as ‘benefit in kind’ and would be taxable and have to be reported. |

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# Person Specification

**Role Title: MANSE STEWARD FOR DISTRICT MANSE**

**Skills Required**

• Interest in and experience of property maintenance

• Administrative skills

• Pastoral sensitivity