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**Estate Manager**

**Job description**

**Job Title:** Estate Manager

**Responsible to:** Chief Executive

**Hours:** 35 hours per week

**Salary:** c.£55,000-£61,000

**Status:** Permanent

**Location:** Home working and Gannochy Trust Office

**Job purpose**

To provide leadership and management for all aspects of estates work at The Gannochy Trust. Directly contribute to the development of strategy, policy and plans, and implement these at the Trust. To work as part of the senior management team, contributing to all aspects of the Trust’s development and delivery of high-quality services. To provide expert advice and reports to the Board of Trustees. To effectively manage a team of staff to develop, maintain and improve the Trust’s estate and property. To lead work on health and safety across the Trust. To work with appointed consultants and contractors, enabling constructive relationships and the delivery of specified work. To support the Chief Executive in their role, including deputising as agreed. To work flexibly to meet the exigencies of the Trust.

**Key tasks**

***Providing leadership and management:***

* managing and supervision of staff, including regular individual meetings and appraisals;
* setting work priorities and overseeing implementation of strategy, policy and plans;
* working as part of the senior management team to provide leadership and management across the Trust.

***Develop strategy, policy and plans:***

* work with the board of trustees to develop strategy for the Trust, and specifically in relation to estates and housing;
* contribute to the development of policies and procedures for the Trust, and especially in estates and housing;
* develop and implement plans for the Trust, including annual work plans, communications, estates and housing; and
* implement and monitor strategy, policy and plans at the Trust.

***Work with the board of trustees and senior management team:***

* deputising for the Chief Executive, as directed and agreed with Trustees and the Chief Executive;
* fully participate in the senior management team to ensure high quality delivery and a timely response to concerns;
* provide reports to the board of Trustees supporting good governance and ensuring robust accountability; and
* provide expert advice on estates, housing and other relevant matters.

***Ensure high standards in health and safety across the Trust:***

* work with the Trust’s appointed external advisors on health and safety;
* ensure the strategic risk register, and health and safety policy, procedures and risk assessments are regularly reviewed and updated;
* respond to new, emerging or changing risk;
* ensure that all staff have appropriate training and support in health and safety, including regular updates; and
* give advice as appropriate and actively seek further advice when required.

***Manage finances and budgets:***

* contribute to the review, forecasting and setting of the annual budget for the Trust;
* manage and monitor the budgets for maintenance, refurbishments and any works programmes;
* contribute to the annual rent review and any other rent assessments; and
* manage the finances and budgets for any developments of the estates or property.

***Manage the estate and property:***

* lead, communicate and manage high quality standards across the estate and property;
* lead the delivery of major capital projects from inception to completion;
* oversee the delivery of the maintenance services in housing, including planned and cyclical programmes of work;
* lead the programme of refurbishment in the housing estate,
* manage the identification, surveying, specification, tendering and implementation of programmes of work for the estate and property;
* manage the grounds throughout the estate, with special attention to Doo’cot Pavilion and cricket grounds;
* ensure the Trust’s policies and procedures are applied to all commissioning and contracting work;
* apply energy efficient and environmental principles to all of the work on the estates and property;
* work with the Trust’s appointed external advisors to oversee the Trust’s arrangements with tenant farmers;
* ensure the woodlands are well maintained, managed and developed; and
* work with external consultants, contractors and any other appointed individuals and companies as required.

***Any other duties:***

* to support the running of the Trust by covering tasks in the absence of other members of the senior team;
* ensure good records are kept and maintained in all aspects of the estates;
* to represent the Trust with external stakeholders, especially in relation to housing and estates; and
* any other duties as needed and as directed by the Chief Executive.

**Person specification**

The successful applicant will be able to demonstrate that they have the following **essential** characteristics.

***Qualifications and learning:***

* a relevant professional qualification in an estates and/or property management related discipline;
* registration with a relevant professional body e.g. RICS, CIOB, RIAS; and
* evidence of continuous professional learning.

***Experience:***

* providing leadership and management to both general and specialist teams;
* contributing to a senior management team and taking lead responsibility for particular areas of work;
* developing strategy, policy and operational plans;
* extensive post qualification experience in the management of estates and property, including leading new developments;
* managing estates and property to a high standard, providing very good customer service; and
* delivering planned work efficiently and within agreed budgets.

***Job specific skills and competencies:***

* able to represent the charity to a high standard, developing and maintaining professional relationships internally and externally;
* expert knowledge in estates and property, which can be readily applied to the work of the Trust;
* skilled in motivating and managing staff to perform well;
* able to effectively communicate technical issues and challenges to others;
* skilled in negotiating to protect the Trust’s interests;
* can generate solutions to problems; and
* ability to assess the competence and standards of other trades and professions.

***Knowledge and understanding of:***

* estates and property;
* contemporary environmental issues and how these can be tackled;
* contributing to a senior management team, supporting a Chief Executive and working within governance structures; and
* current developments in estates, housing, land management and woodlands; and
* working in charities (or the ability to develop this).

***Organisational behaviours:***

* committed to the vision and values of the Trust;
* communicates effectively with the Trust team and external people and organisations;
* seeks to continuously improve the operations and delivery of the Trust;
* manages own workload well with ability to prioritise tasks and support others with this;
* flexible and responsive in approach and attitude; and
* willing to lead others in change and improvement.

***Personal circumstances:***

* the ability to travel to The Gannochy Trust offices and other locations to meet the demands and exigencies of the role;
* able to work from home while this is required by Covid-19 restrictions; and
* able to work flexibly outwith conventional office hours occasionally.