**Job Title:** Estates Officer East

**Reports To:** Estates Manager Midlands

**Salary:**  £25,000

**Terms:**  Permanent 36 hours p/w

**Location**: Land Trust Chelmsford office

ABO**UT THE LAND TRUST**

The Land Trust is a Registered Charity based in Warrington and operating nationally.  We are leading the way in establishing new, sustainable solutions for the management of open space, on behalf of, and in partnership with, local communities.  We are responsible for the management of around 60 sites (2200 hectares of land) across the UK, including urban parks, designated nature reserves and listed buildings.  We work with local partners, such as Groundwork, Wildlife Trusts and The Conservation Volunteers, to manage sites on the ground and engage communities.

We help a wide range of public and private landowners: including large sale landowners, housing developers, landfill operators, local authorities and mining companies, who, for a variety of reasons, want to pass on responsibility (or liability) for the management of sites, public open space or new green infrastructure to find bespoke long-term funding and, management solutions for land.  These can include service charges, section 106 or endowment, or a hybrid of funding sources.  Our current endowment portfolio of over £100m provides the financial resources to ensure that our endowed sites are managed to a good standard and contribute to the wellbeing of the communities by which they are surrounded.

Our primary aim is the delivery of our five charitable objectives : environment and biodiversity; community cohesion and volunteering; health and wellbeing; education and training; and economic benefits.

**BACKGROUND**

The Estate Officer East will work closely with the Estates Managers to manage our existing and emerging sites. This exciting new post will involve close working with Land Trust colleagues, managing agents, partners and external stakeholders across the East of the country. Focused primarily on large residential developments, surrounding Public Open Space and country parks, these offer exciting opportunities to shape communities and open space while providing customer service for the service charge payers and helping to integrate them into the existing communities.

**SUMMARY**

The post holder will work closely with the Estate Manager East and Estate Manager South to manage an existing portfolio of diverse sites across the region. The role also involves assisting with bringing into management an increasing number of new sites, including many based on a service charge income in addition to managing an existing portfolio of sites.

The post holder will be line managed by the Estate Manager East but will work with both the Estate Manager East and the Estate Manager South. It is envisaged that they will initially spend 3-4 days a week working on projects in the East and 1-2 days per week for projects/sites managed by the Estate Manager South, although this will be subject to the demands of the sites moving forwards

The post holder will assist in ensuring that Trust sites are managed to a high standard and maximising the Charitable Impacts for local communities by working with various local, regional and national and multi-sector partners. We measure Charitable Impact in the following key areas – Health, Education, Environment, Social Cohesion and Economic activity.

Key responsibilities are to ensure that the partners who are responsible for our sites on a day to day basis are delivering as efficiently as possible. The post holder will also work with the Fundraising Team and partners to ensure projects which are grant funded are delivered. Commercial revenue generating opportunities should be identified and delivered wherever appropriate. Close working with the Communications team will be essential in ensuring the sites are promoted and marketed effectively.

The post holder will also help to champion the impact well maintained open spaces have in the creation and development of sustainable communities and more generally will assist in promoting the Trust.

**ROLES & RESPONSIBILITIES**

1. Management of Existing Trust Sites

* 1. Act as a point of contact for business partners and Service Charge customers on residential sites, raising matters with the Estate Managers as required and maintaining a high standard of site management and customer relationships on Service Charge sites.
  2. Act as a point of contact for managing partners/agents, discussing and putting into practice actions as required with the Estates Managers.
  3. Help to coordinate the monitoring and management of partner/agent performance including charitable impact, site management, nature conservation, community engagement and Health and Safety. This will be done through regular inspections, review meetings and reports.
  4. Ensure managing agents maintain sites to agreed service levels and within budgets
  5. Support the Estates Managers in the process of negotiating and agreeing annual budgets with managing agents, and in monitoring expenditure during the course of the year, including the processing of quarterly reports, claims and invoices.
  6. Working with the Fundraising team and Estate Managers, ensure that external grant funding opportunities are identified, applied for as appropriate, and secured to maximise the benefits and add value to our sites.
  7. Working with the Communications team and Estate Mangers, ensure that sites and their activities are effectively and appropriately promoted, liaising with managing agents to maximise opportunities, including the development of communication plans for sites.
  8. Assist in the promotion, negotiation and documentation of appropriate commercial activities on our sites.
  9. Work with Estate Managers, managing partners/agents to ensure all planning, environmental and other statutory or other land ownership / lease conditions are complied with and respond to issues as they arise on sites including unauthorised use, unforeseen events, accidents and complaints.
  10. Assist in the management of consultants and contractors to complement and support the work of managing partners/agents.
  11. Assist in the development of site development plans, management plans and management agreements, and assist in the appointment and reappointment of managing partners/agents at the required intervals.
  12. Maintain the necessary administrative systems to ensure effective site management and monitoring

2. The Development and Acquisition of New Trust Sites

* 1. Review and contribute to site design proposals including acting as liaison with site infrastructure developments in advance of receiving management responsibilities.
  2. Provide advice and guidance on the selection and appointment of managing partners/agents and contractors, including the review and approval of management agreements.
  3. Review and comment on management plans.

3. Support the Executive Team in Promoting the Trust

3.1 Champion the role that well maintained open spaces have in the creation and development of sustainable communities around the sites we manage.

3.2 Ensure that Trust policies are promoted and implemented as part of site management including Stakeholder and Community Engagement Strategies.

3.3 Identify and recommend new project, partnership and networking opportunities

4. Other Duties

* 1. Represent the Trust at a local or regional level
  2. Deputise for the Estates Managers when necessary.
  3. Ensure all relevant Trust policies and procedures are adhered to e.g. Health and Safety

**PERSON SPECIFICATION**

Essential Skills:

* Relevant professional qualification (or proceeding to securing such)
* Managing externally sourced grant funding
* Promoting commercial opportunities
* Negotiating and documenting land transactions
* Developing, implementing and monitoring management agreements, landscape management plans and management contracts
* Excellent communication skills including the ability to develop and manage relationships with partner organisations and contractors engaging with local people in resolving issues and site management
* IT literate with proven skills in using MS Office packages
* Ability and confidence to work on own initiative, as well as part of a team, and to resolve problems as they arise, remaining calm under pressure
* High level of tact, diplomacy and confidentiality
* Confidence to manage competing priorities from a large number of sites under own initiative
* Ability to balance a long-term vision with attention to detail to ensure that the vision can be successfully realised

Essential Experience:

* A minimum of 3 years’ experience in managing parks, woodlands, nature reserves and other open spaces for public benefit
* Experience in dealing with the public in a customer facing role (not necessarily in a landscape management role)
* Developing, implementing and monitoring management agreements, landscape management plans and management contracts
* Experience of working with a range of partners in the management of sites including public, private and voluntary sector organisations
* Experience of setting up and running landscape management contracts

Desirable Experience:

* Experience in the design and development of new areas of open space
* Experience in the management of sites funded through service charges

**OTHER RELEVANT INFORMATION**

* The post will be based at Chelmsford, with frequent travel to other Land Trust offices and sites as required
* This position requires the post holder to act flexibly and undertake other duties and responsibilities commensurate with the post as discussed with the Estates Managers
* Working outside
* Some evening , weekend and bank holiday working
* Occasional visits to other Land Trust sites and offices
* The post holder will be required to travel by car and public transport as necessary to fulfil their role effectively. Note some sites are remote and not accessible by public transport.
* The post holder will need to have a current valid driving licence
* Business travel costs will be reimbursed
* The role may require a DBS check

**SALARY**

* £25,000 depending on experience
* Business travel costs will be reimbursed
* 25 days holiday per year, plus bank holidays. Rising to 30 days with 5 years’ service
* A defined contributions pension plan, with Land Trust matching employee contributions up to 6%

**APPLICATIONS**

Please email a CV and covering letter to [recruitment@thelandtrust.org.uk](mailto:recruitment@thelandtrust.org.uk)

Closing date for applications is **12 noon, Sunday 2nd April 2017**

Interviews will take place in Birchwood, Warrington on **Tuesday 18th April 2017**