**Job Title:** Estates Project Officer (South & West)

**Reports To:** Estates Manager South & West

**Salary:**            £28,000-£30,000 depending on experience

**Terms:**            Permanent 36 hours p/w (flexitime)

**Location**:        Home based

ABOUT THE LAND TRUST

The Land Trust owns and manages a portfolio of approx. 75 sites (2,500 hectares of land) by working with a wide range of public and private sector landholders, including large scale landowners, housing developers, landfill operators, local authorities and mining companies. We help landowners 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 and find bespoke long-term funding solutions for land, which was otherwise considered to be a liability. These solutions can include service charges, section 106 or endowment, or a cocktail of funding sources. Our current endowment portfolio of over £150m 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 successful delivery of our five charitable objectives: environmental improvement, community cohesion, health improvement, education, and economic benefit. We work with local partners, called Managing Partners, such as Groundwork, the Wildlife Trusts and The Conservation Volunteers, to manage sites on the ground and liaise with communities.

BACKGROUND

The Land Trust is in an exciting period of development, with a growing number of sites coming under management and is now seeking to appoint an Estates Project Officer (South & West) to help deliver an ambitious, community focused, programme of growth in our South & West Region.

SUMMARY

The Estates Project Officer (South & West) will work closely with the Estates Manager South & West to manage our existing and emerging sites.  This exciting new post will involve close working with Land Trust colleagues, managing partners, other partners, residents on service charge sites and external stakeholders across the South and West.

THE ROLE

The post holder will assist the Estates Manager South to manage a portfolio of sites in the southern United Kingdom, funded both by endowment and service charge. The role also involves bringing into management an increasing number of new and exciting sites including several SANGs (Suitable Alternative Natural Greenspaces).

The post holder will assist in ensuring that the Trust’s sites are managed to a high standard by delivering good and efficient contractor management 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 of the role are to ensure that the partners/contractors who are responsible for the day to day management of our sites 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. **Estates Operations** 
   1. Ensuring that all works that take place on site do so with due regard to current H&S legislation and that the green space is managed to ensure the safety of all who use it
   2. To set annual KPIs to deliver the Trust’s charitable objectives and monitor performance of targets and outcomes.
   3. Act as a point of contact for managing partners, discussing and agreeing actions as required.
   4. Coordinating managing partner performance in terms of impact management, site management, nature conservation, community engagement and Health and Safety through regular inspections, review meetings and reports.
   5. Aid the Estates Manager to negotiate and agree annual budgets with managing partners, and monitor expenditure during the course of the year, including the processing of quarterly reports, claims and invoices.
   6. Working with the Fundraising team and Estate Manager, ensure that external grant funding opportunities are assessed, applied for as appropriate, and secured to maximise the benefits and add value to our sites.
   7. Assist in the promotion, negotiation and documentation of appropriate commercial and third party activities on our sites, coordinating and arranging licences/permits etc.
   8. Work with managing partners 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.
   9. Comment on site development plans, management plans and management agreements, and assist in the appointment of new / reappointment of existing managing partners at the required intervals.
   10. Maintain the necessary administrative systems to ensure effective site management and monitoring
   11. Working with the Communications team and the Estate Manager, ensure that sites and their activities are effectively and appropriately promoted, liaising with managing partners to maximise opportunities, including the development of communication plans for sites.
   12. Assist in the management of consultants and contractors to compliment and support the work of managing partners.
   13. Liaising with residents and other partners/contractors on service charge sites

**2. The Development and Acquisition of New Trust Sites**

* 1. Review and contribute to site design proposals.
  2. Provide advice and guidance on the selection and appointment of managing partners and contractors, including the review and approval of management agreements.
  3. Review and comment on management plans.
  4. Assist in the development of site development plans, management plans and management agreements, and assist in the appointment of new / reappointment of existing managing partners at the required intervals.

1. **Support the Strategic Management Organisation of the Trust**
   1. Champion the role that well maintained open spaces have in the creation and development of sustainable communities.
   2. Ensure that Trust policies are promoted and implemented as part of site management.
   3. Identify and recommend new project, partnership and networking opportunities
   4. Identify opportunities to promote any best practice with the coordination of Awards applications across LT’s five charitable objectives, as we start to deliver onsite
2. **Community Engagement** 
   1. Working with the Communications team, the Estates Management team and relevant Stakeholders, to ensure that our sites are effectively and appropriately promoted, liaising with managing partners to maximise opportunities.
   2. Supporting the development of community groups including; friends of groups, resident associations, steering groups and arrange cyclical meetings at appropriate times
   3. Ensure all relevant Trust policies and procedures are adhered to e.g. Health and Safety, Procurement, IT etc.
3. **Other Duties**

5.1 Represent the Trust at a local or regional level

5.2 Deputise for the Estates Manager when necessary.

5.3 Ensure all relevant Trust policies and procedures are adhered to e.g. Health and Safety

**PERSON SPECIFICATION**

**Essential Skills:**

* Relevant professional qualification
* Contract management experience
* 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
* Expertise in liaising with residents/the public
* Managing externally sourced grant funding
* Being able to manage and monitor financial performance
* Promoting commercial opportunities
* Experience of managing H&S risks
* Experience of managing licences/permits
* Negotiating and documenting land transactions
* 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, SANGS, woodlands, nature reserves and/or 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/countryside 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 home based 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 Manager South & West
* Working outside
* Some evening , weekend and bank holiday working
* 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**

* £28-30k 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%
* A number of health and wellbeing benefits (Flexitime; Medicash; EAP and biennial health checks)

**APPLICATIONS**

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

Closing date for applications is **Sunday 7th March**

Interviews will take place on **Monday 15th March 2021**.