

Estate Manager Yorkshire and Midlands



Job Title: Estate Manager Yorkshire and Midlands
Reports To: Head of Estates North
Terms: Permanent 36 hours p/w
Location: Working from Home (with extensive travel in Yorkshire)

ABOUT THE ROLE

The Land Trust are currently recruiting for the role of Estate Manager Yorkshire and Midlands.

The Land Trust works in partnership with local managing partners, community groups and contractors who carry out the day-to-day management and practical maintenance of our sites such as habitat management and inspections, engaging with the local community and the organisation and running of events and activities.

Our managing partners are selected for their competence and ability to meet our charitable aims and are a range of organisations including Local Wildlife Trusts, TCV, Groundwork, RSPB, Woodland Trust, National Trust, local authorities, community associations, charities, greenspace contractors and Friends of Groups.

The Estate Manager Yorkshire will work closely with the Head of Estates North to manage our existing and emerging sites. This exciting post will involve close working with Land Trust colleagues, managing agents, partners and external stakeholders across the region.

ROLES & RESPONSIBILITIES

Management of Existing Trust Sites

- 1.1 Be responsible for the long term strategic development of each site, assessing overall performance of site and Managing Partner/contractor and other partners. Agreeing strategic direction and longer term plans.
- 1.2 Manage individuals to deliver the objectives for the region.
- 1.3 Ensure that each of the sites under management fulfil and deliver the Charitable Aims of the Trust.
- 1.4 Act as the first point of contact for managing partners, discussing and agreeing actions as required.
- 1.5 Ensure that each site in the region is safe, well maintained and delivers the target Charitable Outcomes.
- 1.6 Work with the managing partners to develop, promote and deliver management, initiatives, projects and events that support the delivery of our Charitable Outcomes and benefits that our sites must deliver.



- 1.7 Lead the Yorkshire and Midlands Estates team to ensure appropriate Health & Safety management for the region, ensuring the sites and all activity on them is safe, well planned and in accordance with LT policies.
- 1.8 Implement BNG projects.
- 1.9 Lead on capital projects in the Yorkshire and Midlands area.
- 1.10 Monitor 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.
- 1.11 Agree annual budgets with managing partners, and monitor expenditure during the course of the year, including overseeing the processing of quarterly reports, claims and invoices.
- 1.12 Identify suitably beneficial projects and opportunities which can be packaged into bids for external grant funding - such bids will either be developed and submitted by the LT Fundraising Team and/or Managing Partners.
- 1.13 Promote and negotiate all possible commercial opportunities which bring added funding and where possible, added value to our sites.
- 1.14 Work with managing partners to ensure all planning, environmental and other statutory or other land ownership / lease conditions are complied with; respond to issues that arise including unauthorised uses, unforeseen events, accidents and complaints.
- 1.15 Liaise with partner organisations, local stakeholders and colleagues to identify opportunities to deliver additional public benefits from sites, assisting with the securing of necessary funding where appropriate.
- 1.16 Appoint and manage consultants and contractors as necessary to support the work of managing partners, and to undertake direct management on the small number of sites where managing partners are not appointed.
- 1.17 Undertake annual environmental risk assessments and working with advisors/specialists, initiate action as necessary.
- 1.18 Review management plans and management agreements, and undertake the appointment of new / cyclical reappointment of existing managing partners.
- 1.19 Maintain the necessary administrative systems to ensure effective site management and monitoring.
- 1.20 Liaise and work productively with external partners and clients to ensure that the joint aspirations for each site are met.



1.21 Manage any directly employed staff within the region including any relevant Officers within the region.

2. Assist with the Development and Acquisition of New Trust Sites

2.1 Work closely with the Business Development team to support them in the acquisition of sites.

2.2 Review design proposals, where appropriate, commenting on them from a management perspective.

2.3 Review initial, interim and final proposed cash flows, and indicative site budgets, to ensure that sites can be managed within the funding available.

2.4 Participate in the selection and appointment of Managing Partners and contractors.

2.5 Develop and review management plans.

2.6 Work closely with the Business Development team.

3. Ambassador to Support & Promote the Trust

3.1 Champion the role well maintained open spaces have in the creation and development of sustainable communities.

3.2 Ensure that Trust policies are promoted and implemented as part of site management.

3.3 Identify and develop new opportunities for the Trust to contribute to the development of relevant strategy and policy and the development of “good practice”.

3.4 Identify and recommend new project, partnership and networking opportunities

4. Other Duties

4.1 Represent the Trust at a local, regional or national level

4.2 Deputise for the Head of Estates North when necessary.

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

This position requires the post holder to act flexibly and undertake other duties and responsibilities commensurate with the post as directed by the Head of Estates North. Occasional evening and weekend working may be required, and the post holder will be required to travel as necessary to fulfil their role effectively, the majority of sites will be based in the Yorkshire region. The post holder will need to have a current valid UK driving licence to travel to sites and meetings.



PERSON SPECIFICATION

Essential Skills:

- Relevant professional qualification
- Skills and experience in management of parks and open spaces.
- Skills in developing, implementing and monitoring management agreements, management plans and management contracts, and other essential mechanisms in site management
- Excellent communication skills including the ability to develop and manage relationships with partner organisations and contractors, and to engage with local people in resolving issues.
- 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 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 5 years experience in managing parks, woodlands, nature reserves and other open spaces for public benefit
- 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
- Line management experience

Desirable:

- Experience in the design and development of new areas of open space
- Experience in the management of capital projects

SALARY AND BENEFITS

- Up to £43,000 pa
- A salary sacrifice pension scheme, with LT matching employee contributions up to 6%
- Life Insurance (4 x salary)
- Flexi time
- 26.5 days holiday per year, plus bank holidays. Rising to 31.5 days with service
- Option to purchase additional holiday
- Employee Assistance Programme & Health Care Cash back scheme
- Training and Development support
- Enhanced Family Friendly Policies
- Business travel costs will be reimbursed
- Annual performance incentive plan



ABOUT THE LAND TRUST

The Land Trust is a national charity committed to long-term sustainable management of countryside and greenspace for community benefit. Its vision is to improve the quality of people's lives by creating sustainable, high quality green spaces that deliver environmental, social and economic benefits.

The Trust manages a varied portfolio of over 80 sites (2,500 hectares) and works with a wide range of landholders who want to pass on responsibility for the management of sites and find bespoke long-term funding solutions for land management. These solutions include service charges, section 106, endowment, contract managed, or a mix of funding. Our current endowment portfolio of over £180m provides the resources to ensure our endowed sites are well managed and contribute positively to the wellbeing of local communities. We ensure that all of our sites, however they are funded, make a lasting positive difference and deliver social value for the local community.

APPLICATIONS

Please email a CV and covering letter to recruitment@thelandtrust.org.uk

Closing date for applications is **9am on Thursday 24th October 2024**

Initial Interviews will take place via MS Teams **30th October 2024**

Second Interviews will take place in person on the **6th November 2024**

Candidates must be eligible to live and work in the uk.

LT is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Land Trust is committed to safeguarding and promoting the welfare of everyone who has contact with its services and colleagues.