

ESTATES OFFICER NORTH



Job Title: Estates Officer North
Reports To: Estates Manager Yorkshire
Salary: £30,576 pro rata to £15,288
Terms: Permanent 18 hours p/w job share
Location: Home based (ideal location in Yorkshire area) with travel to Birchwood office and sites

ABOUT 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 80 sites (2400 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 approx £180m 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.

SUMMARY

The Estates Officer North job share will work closely with the Estate Managers to manage our existing and emerging sites. This post will involve close working with Land Trust colleagues, managing agents, partners and external stakeholders across the North of the country. Focused primarily on residential developments, surrounding Public Open Space and large country parks, the post offers 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.

The post holder will be line managed by the Estate Manager Yorkshire but will work with both the Estate Manager North-East and the Estate Manager North West.

Key responsibilities will be to ensure that the partners responsible for our sites on a day-to-day basis are delivering our charitable objectives 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, they will seek to identify and deliver commercial revenue generating opportunities and work with the Communications team to ensure sites are promoted and marketed effectively. An important aspect of their role will be to lead and issue licences and permits using an established system. They will also be involved in the delivery of BNG.



ROLES & RESPONSIBILITIES

Management of existing Trust sites

- Act as a point of contact for managing agents, discussing and putting into practice actions as required with the Estate Managers.
- Coordinating managing agent performance in terms of impact management, site management, nature conservation, community engagement and Health and Safety through regular inspections, review meetings and reports.
- Support the Estate Managers to negotiate and agree annual budgets with managing agents, and monitor expenditure during the course of the year, including the processing of quarterly reports, claims and invoices.
- Assisting the Estate Managers with the delivery of BNG enhancements on LT sites
- Working with the Fundraising team and Estate Managers, ensure that external grant funding opportunities are assessed, applied for as appropriate, and secured to maximise the benefits and add value to our sites.
- Working with the Communications team and Estate Managers, 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.
- Lead in the promotion, negotiation and documentation of appropriate commercial activities on our sites.
- Work with the Estate Managers and managing agents to ensure all planning, environmental and other statutory or other land ownership / lease conditions are complied with, oversee renewal and issuing of licences and respond to issues as they arise on sites including unauthorised use, unforeseen events, accidents and complaints.
- Assist in the management of consultants and contractors to compliment and support the work of managing agents.
- Assist in the development of site development plans, management plans and management agreements, and assist in the appointment of new / reappointment of existing managing agents at the required intervals.
- Maintain the necessary administrative systems to ensure effective site management and monitoring.

The development and acquisition of new Trust sites

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

Support the Executive Team in promoting the Trust

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



- Ensure that Trust policies are promoted and implemented as part of site management including Stakeholder and Community Engagement Strategies.
- Identify and recommend new project, partnership and networking opportunities.

Other duties

- Represent the Trust at a local or regional level.
- Deputise for the Estate Managers when necessary.
- 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 secure 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
- Delivering conservation projects with a knowledge of BNG assessments
- Knowledge in habitats (UKHab) and plant ID
- Tendering/procurement for habitat management works
- Experience in the management of sites funded through service charge

OTHER RELEVANT INFORMATION

- The post will be based at home, with frequent travel to the Land Trust Birchwood office and other 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 Estate Managers
- Working outside
- Some evening , weekend and bank holiday working
- 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 ideally have a current valid driving licence
- Business travel costs will be reimbursed
- The role may require a DBS check

SALARY & BENEFITS

- £30,570 pro rata to £15,288
- 26.5 days holiday per year (pro rata), increasing with service. plus, bank holidays.
- A salary sacrifice pension scheme, with Land Trust matching employee contributions up to 6%

APPLICATIONS

Please e-mail a CV and covering letter to recruitment@thelandtrust.org.uk

- Closing date for applications is midnight **Sunday 23rd March 2025**
- First Interviews will take place via Teams on **Tuesday 1st April 2025**
- Second Interviews will take place in person on **Tuesday 8th April 2025**