

Job Title: Facilities and Communities Officer (Marleigh)

Reports To: Service Charge Estates Manager

Location: Marleigh, Cambridge

Terms: 36 hours, 5 days per week, including weekends

Purpose of the Role

Due to the continued growth of the facilities and community at Marleigh, Cambridge, the Land Trust is seeking to appoint a Facilities and Communities Officer to work alongside the existing Estates and Communities Officer to help deliver an ambitious, community-focused program of growth and community engagement.

Roles & Responsibilities

- Act as a point of contact for appointed contractor/s discussing and putting into practice actions as required
- Ensure contractor/s maintain the site to agreed service levels and within budgets
- To assist the Service Charge Estate Manager to set annual KPIs to deliver the Trust's charitable objectives and monitor performance of targets and outcomes including quarterly updates on the site monitoring portal
- Oversee the day-to-day operations of community element of the hangar building.
- Support the Service Charge Estates Manager on adoption of future facilities and review management arrangements to include football pitches, sports pavilion and allotments
- Develop relationships with local stakeholders, in particular Local Authorities and Locality, to support delivery of community events/strategy at Marleigh.

Please visit our website for the full job description. <https://thelandtrust.org.uk/get-involved/careers/>

Essential skills

- Ideally 1-2 years of experience managing contracts to agreed specifications
- Excellent communication skills including the ability to develop and manage relationships with multiple stakeholders
- A minimum of 1-2 years' experience in dealing with the public in a customer facing role.
- 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.
- Passion for improving local communities & driving change
- Experience with building & managing budgets.

SALARY & BENEFITS

- £30,750 DoE
- A salary sacrifice pension scheme, with LT matching employee contributions up to 6%
- Flexi time
- 26.5 days holiday per year, plus bank holidays (pro rata). Rising to 31.5 days with service
- Option to purchase additional holiday
- Employee Assistance Programme
- Health Care Cash back scheme (Medicash)
- Training and Development support
- Enhanced Family Friendly Policies
- Business travel costs will be reimbursed

APPLICATIONS

Please email a CV and cover letter highlighting why you believe you are ideal for this position to [**recruitment@thelandtrust.org.uk**](mailto:recruitment@thelandtrust.org.uk)

- **Closing date for applications is midnight 26 March 2026** although we may close this earlier if we receive a high volume of applications.
- **1st stage interviews will take place w/c 30 March 26**
- **2nd stage interviews will take place on w/c 6 April 26**

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

The successful applicant will require a DBS check relevant to the role.

Please note we are not accepting applicants via recruitment agencies.

If you would like any other information or wish to talk through the role in more detail, please email [**recruitment@thelandtrust.org.uk**](mailto:recruitment@thelandtrust.org.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.