

Job Description

Job Title: Property and Estate Manager **Salary:** £60,000

Department: Property

Line Manager: Director of Property

Line Reports: Fire Officer

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.

St Paul's Cathedral (SPC) reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Purpose of the Job

To support the Director of Property in managing the Cathedral's estate, with particular focus on overseeing the management of property at Amen Court, London and the estate at Tillingham, Essex and ensuring the Cathedral is a good landlord embedding the St Paul's values with the work carried out and providing residents with an excellent level of service.

The job holder's main place of work is Chapter House, St Paul's Churchyard, however, there is a requirement to travel to the estate at Tillingham on a regular (approximately bi-monthly) basis.

Main Duties

St Paul's Cathedral (20%)

- Using planning and property experts, monitor planning applications that may affect the setting of the Cathedral.
- Manage and guide the Fire Officer to deliver fire safety for the Cathedral, Chapter House and Amen Court. Fire Strategy will be led by the Director of Property.

Tillingham (40%)

- Work to, and enhance, the long-term vision for the Tillingham Estate to ensure this is a viable, income generating asset. Residential and Farm management (using an appointed agent).
- Develop and deliver the Tillingham Estate Management Plan, reporting progress and impact to the relevant Committee(s).
- Manage the agents who monitor tenancy agreements and rental income (agents are client facing).
- Monitor compliance and hold the agents to account.
- Supervise and monitor performance of professional advisors appointed to assist with property projects.
- Write reports to ensure the management team, Executive Leadership Team (ELT) and Chapter are updated on progress.
- Identify, communicate and manage risk.
- Prepare and manage allocated budgets.
- Review the portfolio and identify opportunities to develop the property and add value.
- Supervise the work of professional advisors appointed to advise SPC on property-related matters, including the management of the portfolio, provision of valuation services, client accounting, compliance and development.
- Protect the value of property assets.
- Ensure that operational land and buildings efficiently meet the requirements of the organisation.
- To be a member of the project team and liaise with the Works Project Manager, Facilities Manager, Office Manager, Health and Safety Officer and Fire Officer.
- Ensure compliance with relevant statute and regulations, in addition to SPC policies within areas of responsibility.
- Measure and manage the environmental impact of SPC on its property.

Amen Court (40%)

- Work to the strategic plan and 15-year plan of works to improve accessibility, sustainability and relevant use of the space.
- Support St Paul's Cathedral commitment to achieving net carbon zero status.
- Implement a written and costed plan of cyclical and planned maintenance using the CAFM system.
- Implement the compliance and fire safety works identified through audits.
- Supervise and monitor performance of professional advisors appointed to assist with property projects.
- Identify, communicate and manage risk.
- Prepare and manage allocated budgets.
- Manage tender and appointment processes as required and performance, thereafter.
- Supervise the work of professional advisors appointed to advise SPC on property-related matters, including the management of the portfolio, compliance and development.
- Protect the value of property assets.

- Ensure that operational land and buildings efficiently meet the requirements of the organisation.
- To be a member of the project team and liaise with the Works Project Manager, Facilities Manager, Office Manager, Health and Safety Officer and Fire Officer.
- Ensure compliance with relevant statute and regulations in addition to SPC policies within areas of responsibility.
- Measure and manage the environmental impact of SPC on its property.

Person Specification

- MRICS or MCIQB (membership of professional body essential)
- Responsible retrofit of historic buildings accreditation
- Understanding of sustainability and achieving net zero
- Working knowledge of the Building Act
- Experience of commercial and residential property management
- Good knowledge and experience of relevant landlord and tenant framework for residential and farming
- Good knowledge of building construction and maintenance
- Working knowledge of a planning system
- Experience in preparing and managing budgets
- Ability to build strong and effective working relationships with internal and external stakeholders
- Ability to work effectively and collaboratively as a member of a team
- Effective and clear communication skills both written and verbal
- Effective negotiation skills
- Proven organisational and IT skills (MS Office, CAFM)
- Experience of overseeing, supervising and managing the work of others
- Full UK driving licence desirable (Tillingham is a remote estate in Essex)

The individual will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.