



Job Description: Estate Manager

Site: Based at Church Knowle

Responsible to: Chief Executive

Main purpose of the role:

To develop and implement a documented strategy which best utilises the Charity's assets to achieve the aims and objectives of the Charity, whilst maximising the return from monies spent and maintaining budget control. This is with particular reference to delivering projects on time and on budget. In implementing this strategy the role will involve:

- Management of the Charity's estate, including all animal centres (Church Knowle, Lincoln Farm & Wingletang), and any commercial sites the Charity is responsible for, to ensure the buildings, grounds and services are maintained to the highest possible standards.
- Managing the ongoing maintenance and initial building work required to set up retail units or other commercial premises the Charity is responsible for.
- To manage and develop a team of maintenance staff and a gardener to ensure all work is carried out safely and effectively.
- To manage maintenance and infrastructure development projects which will include the development of the retail side of the Charity, and the animal centre development.
- To manage budgets and timescale targets.
- To create and develop relationships with corporate groups to carry out tasks at our centres.
- As the Health & Safety representative to ensure compliance with Health & Safety and other pertinent legislation relevant to the Charity and to the management of estates.

Essential Qualifications:

- Full driving licence

Desirable Qualifications:

- NVQ level 2 or equivalent in estate management or countryside management
- Health & Safety Trained

Essential Experience:

- Experience of estate management including grounds, garden maintenance and vehicles
- Experience in strategic planning and implementing of resources

- Experience of managing a team with similar responsibilities
- Experience of managing projects including budgets and time scales
- Computer literate and able to keep accurate records of work in progress
- Practical experience of undertaking maintenance work

Desirable Experience:

- Experience of working in a challenging environment whilst managing multiple tasks
- Experience of managing multiple sites
- Experience of managing grazing/farm land
- Experience of working in a customer facing role
- Knowledge and understanding of current health and safety laws and legislations

Key accountabilities:

- Liaise directly with the centre managers and retail managers to prioritise workload taking into account the current strategy and budgets
- Oversee maintenance and grounds keeping for all sites including retail and commercial premises
- Keeping and updating lists of outstanding jobs including gardening
- Manage infrastructure and maintenance projects as required
- Undertaking routine infrastructure checks and keeping accurate records of work that needs undertaking
- Manage contractors and outside agencies as directed at all sites
- Overseeing health and safety including updating risk assessments
- Writing rotas to ensure all sites have adequate maintenance cover
- Plan efficient use of labour for maximum efficiency
- Mentor and performance manage their team
- To ensure all expenditure is budgeted, recorded, and matched to invoices
- To maintain an up to date inventory of all Charity tools/equipment and to ensure all equipment is maintained to a safe standard and appropriate records kept
- To visit all staff accommodation at least once every six months and ensure issues identified are resolved
- To liaise with and support the Retail team with regards to setting up and maintaining retail or commercial sites in accordance with lease and Charity requirements.
- Manage a fleet of vehicles including ensuring regular maintenance and safety checks are carried out
- To support and assist at events as required

The person:

The successful candidate will be friendly, approachable and confident with the ability to work on their own or as part of a team. They will have strong communication skills and demonstrate a professional and courteous approach to members of the public and their colleagues. They will have natural leadership skills and thrive on the successful development of others. They will be able to motivate and engage their team to achieve and maintain excellent standards. They will be committed to the aims of Margaret Green Animal Rescue.

This job is physically demanding and there is an expectation of a 'hands on' approach.

Salary:

£26,500 per annum plus accomodation

Job details:

You will be required to work 37.5 hours per week on a locally determined rota to include some weekends and bank holidays. This position is live in and will require you to provide out of hours cover on a rota basis. Due to the nature of the work it may at times be necessary to exceed these hours when work load demands.

This job description is not exhaustive

June 2019