**PROPERTY MANAGER PART-TIME**

 **JOB DESCRIPTION**

**Salary:** £15,680 to £16,800 per annum gross (£28,000 to £30,000 full time equivalent), depending on skills and experience

**Working hours:** 21 hours split across the 5 day working week TBC (Mon to Fri between the hours of 8am – 6pm). Occasional flexibility required

**Location:** Brighton

# **The Post**

The Property Manager is part of the South-East team. You will be based in Brighton and will be responsible for looking after our two buildings Brighton Junction and Eco Centre, and you will also support our workshops at Brighton Open Market.

You will report to the Regional Manager for the South East who is based in London. You will work closely with tenants and external maintenance contractors. You will network with other colleagues across the Company, including those based in our head office in Oxford, and will participate in the property managers’ forum meetings.

**Your main duties will involve:**

* Carrying out basic weekly inspections of properties, including testing of fire systems and procedures and other routine tasks, keeping a clear and accurate record.
* Ensuring that the buildings are safe, pleasant, accessible and that the services are functioning.
* Planning and organising routine maintenance of building plant, fabric and systems.
* Being the main point of contact for tenants’ queries in relation to maintenance, establishing and maintaining excellent communication with tenants to ensure their satisfaction with the buildings and services.
* Carrying out small repairs which do not require specialist training both for the communal areas and for individual tenants.
* Checking on stocks of cleaning materials, light bulbs, recycling supplies etc, preparing orders and keeping an accurate record on the purchase order sheet.
* Conducting viewings for prospective tenants.
* Changing communal light bulbs.
* Ensuring waste and recycling are managed efficiently within the centres.

**Other areas in which you will be required to work include;**

* Collecting regular data for the head office (such as meter readings)
* Providing information to the finance department for recharges to tenants and to help with credit control
* Attending and contributing to meetings of the cluster’s property management team
* Making suggestions on how to improve management and delivery of maintenance and services to tenants and improve the company's social and environmental objectives
* Assisting the IT department with setting up and managing phone systems and simple computer networks
* Any other reasonable task commensurate with the role

You will maintain a professional standard of presentation and communication with colleagues and tenants at all times.

**Person Specification**

This is a busy, demanding and ‘hands-on’ role that will require someone who is organised, proactive, enthusiastic, confident and a problem solver. You will need:

* Previous experience of working in a similar role - for example as a property/maintenance officer in the public or private property sector, or a school caretaker
* To be trustworthy and able to establish a good rapport with tenants and team members
* To be able to prioritise your work, multi-task and remain flexible
* To be able to act quickly and effectively, often on own initiative and sometimes under pressure
* NEBOSH, IOSH or similar certificate would be an advantage but not essential, as training can be provided
* Basic DIY skills and experience
* To be committed to providing a good service to our tenants
* To be a good communicator, both orally and in writing
* To be comfortable using Microsoft Office software, including Excel
* To be able to work successfully independently
* To be committed to social and environmental issues

### **Contractual Details**

This is a permanent part time role with a three-month probationary period. The roles benefits include 25 days holiday entitlement pro-rata as well as statutory bank holidays.

We offer a company contribution up to 7% to a pension dependant on scheme choice, a free company bicycle scheme with bicycle maintenance costs, Perkbox, season ticket loans, interest free personal loans, as well as other benefits.

Please note, you must be eligible to work in the UK in order to apply for this role. No agencies

**To apply** visit [www.ethicalproperty.co.uk/careers](http://www.ethicalproperty.co.uk/careers.php) and send your CV to recruitment@ethicalproperty.co.uk