



Property Manager - Part Time - Oxford - Job Description

Job Title:	Property Manager
Salary:	£18,800 – £22,000 - Depending on skills and experience. (£23,500 to £27,500 Full-time equivalent)
Contract:	Permanent role.
Working Hours:	30 hours (flexible between the hours of 8am – 6pm) Occasional work outside these hours required.
Location:	Based in Oxford with occasional travel to other cities within the UK.
Deadline to apply:	<u>5pm on Monday 4th November 2019</u>

Role Summary

A unique opportunity for an enthusiastic individual, who shares our values, to work for one of the UK's leading social businesses. You will ensure that property in Oxford is a well managed and attractive place for our tenants to be based and that it operates in accordance with our ethical and environmental principles.

You will part of the North and Midlands Regional team and will supported in your role by the Regional Manager. 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.

The Ethical Property Company

Founded 20 years ago, the Ethical Property Company provides affordable workspace to charities, community groups, campaigns and social businesses working for a fairer and more sustainable society. From humble beginnings, the company has grown steadily and now owns or manages 22 centres across the UK providing affordable office, retail and conference space to over 1,000 social change organisations. Flexible leasing arrangements provide our tenants with long-term security and working alongside like-minded organisations offers them influence-enhancing networking opportunities.

While we are driven by social and environmental values, improving shareholder value and strong investor relations are essential elements of our business model. We have paid a dividend to our 1,300 investors every year since 2000, have attracted over £15 million in equity investment over the years, and now have a well-established secondary market regularly trading our shares and making it possible to invest at any time. Raising new capital is always challenging but is of crucial importance to the business.

The company has some 100 staff, based in our properties in London, Oxford, Bristol, Cardiff, Edinburgh, Sheffield, Bath, Brighton and Manchester. The senior management team of four is based in Oxford and reports to the board, which is made up of eight directors.

We have also set up sister companies in France, Belgium and Australia operating under very similar business models, providing support to social change organisations, and a UK charity, the Ethical Property Foundation.

Job Description

Property Management

You will be responsible for:

- Being the first point of contact for tenants' queries, helping to establish and maintain excellent communication with our tenant organisations
- Ensuring that the building is presented to a very high standard at all times
- All building-related issues, communicating these effectively to contractors and ensuring timely and cost-effective resolution of all building-related problems
- Procuring and implementing contracts for routine maintenance for plant/machinery and services and for carrying out routine periodic testing of fire systems, legionella prevention, etc.
- Facilities management within the building such as cleaning, fire safety systems, security systems, waste and recycling provision, liaising with our IT provider EthicalIT (EIT), and internal building signage
- Compliance with Health and Safety legislation including risk assessments, fire risk assessments, testing of health and safety systems and equipment
- Approving invoices
- Ensuring centre documentation is adequately maintained, including Codes of Practice, Building Logs, Periodic Inspection sheets, and Plant Service and Maintenance documentation
- Managing moving in/out of tenants, and showing prospective tenants around the building
- Managing the work of the Assistant Property Manager, who is based in Sheffield
- Any other duties related to the management of the properties in your area as required.

Environmental Reporting and Utilities Management

You will be responsible for:

- Liaising with colleagues, as required, on the production of utility usage charts and environmental performance charts
- Identifying potential usage issues with Property Managers and/or Centre Managers.

Other responsibilities include

- Attending regular Property Manager meetings and other company-wide events such as; the Employee Conference, Equality and Diversity training, Company Induction Days etc.
- Other duties as required, in line with the role.

Person Specification

The successful candidate will need to demonstrate the following:

Essential Skills/Experience:

- Excellent organisational skills and the ability to prioritise work, multi-task and remain flexible
- Experience of line management
- Good standard of spoken and written English
- Strong communication skills, with experience of communicating at all levels
- Good level of numeracy
- The ability to act quickly and effectively using own initiative
- Ability to be a team-player
- Trustworthiness and reliability
- Experience of providing quality services to customers
- Good IT skills, particularly Microsoft Outlook, Word and Excel.

Desirable Skills/Experience:

- Experience of risk assessment for health and safety purposes
- Commitment to social and environmental issues
- Some experience of working in social and environmental sector
- Some experience of working in facilities management.

Contractual Details

This is a permanent contract with a three-month probationary period. The post is part-time working 30 hours a week split regularly between Monday and Friday. The salary range is £18,800 – £22,000 (£23,500 to £27,500 Full-time equivalent), depending on skills and experience.

This is a permanent role with a three-month probationary period. Benefits include 25 days (pro-rata 20) holiday entitlement, rising to 28 days (22.5 pro-rata) over time, in addition to all public bank holidays.

We offer a company pension contribution up to 7%, a free company bicycle scheme with bicycle maintenance costs, 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 please.

To apply

To apply: Please visit www.ethicalproperty.co.uk/careers. Please send an updated CV and covering letter outlining how your skills and experience meet the role requirements and email to: recruitment@ethicalproperty.co.uk by **5pm on Monday 4th November 2019**.
