



Job Title:	Personal Assistant to the Property Director
Location:	The Ernest Cook Trust Office, The Park, Fairford, GL7 4JH
Salary:	competitive salary
Contract:	Full time (35hrs per week)
Benefits:	Contributory pension scheme, 27 days annual leave, death in service benefit and additional sickness benefit cover
Reports to:	Property Director
Management:	No line management responsibility
Role Purpose:	The provision of first class professional assistance to the Property Director in a busy and dynamic office.

THE ROLE

You will be the Personal Assistant to the Property Director, working as part of the Estates team. The role requires excellent attention to detail, exemplary organisation and communication skills and high levels of energy and professionalism. It would be advantageous for the ideal candidate to have experience of working in property, estate management or a legal practice.

THE ORGANISATION

The Ernest Cook Trust (ECT) (<http://ernestcooktrust.org.uk>) was founded as an educational trust by Ernest Cook in 1952. The Trust was endowed with 14,462 acres of agricultural land, which has grown through acquisition and endowment to over 22,000 acres today. Our head office is based on the Fairford Estate in Gloucestershire.

ECT's mission is

inspiring young people to achieve better educational and life outcomes by learning from the land.

We fulfill this through three main functions:

- **Management of the Landed Estates:** Our 22,000 acres are spread over seven main estates and two other holdings in five counties (Gloucestershire, Buckinghamshire, Leicestershire, Dorset and Oxfordshire). The estates comprise around 40 let farms, some small parcels of woodland and 250 let houses and cottages.
- **Grant giving:** We currently support over 500 different organisations each year with around £2m of grants. We are refocusing our grant giving activity around our core vision.
- **Direct Provision of Education:** Around 33,000 children visit our estates annually and we have started to build partnerships with other estates and organisations, to deliver exciting programmes of work, to fulfill our mission

JOB DESCRIPTION

If you love variety and strive for perfection, you will thrive in this job.

In support of the Property Director you will manage his diary. Typically he may be out of the office a minimum of two to three days a week, relying on you to assist in preparation for remote working and appointment management, whilst having autonomy to manage your day to day workload in the office and prioritise business for his return. A normal week might involve 20 to 25 separate appointments with an extensive network of contacts, tenants and advisors across the country. Your accuracy and professional approach are key to representing The Ernest Cook Trust and the Property Director each and every day.

High levels of written and oral communication skills are fundamental to the role, in order to produce professional minutes, reports and correspondence, whilst answering the telephone and liaising with a wide range of people from various backgrounds. Equally, regular internal communication ensures that the management team and wider employee network are kept up to date.

Direct reports to the Property Director include a Land Agent, Trainee Land Agent, Maintenance & Construction Manager and Property Administrator. Furthermore there are seven hands-on employees who work across the estates to assist in the management of rivers, woodlands, general estate maintenance and gardens.

ROLE OVERVIEW

Personal Assistant and administrative support to the Property Director, your role will include, but not be limited to:

- Being the key point of contact for the Property Director and estate management team, liaising with an extensive network of tenants, legal and property professionals, contractors and suppliers.
- Accurate and precise preparation and production of documents: letters, briefing papers, reports, presentations and contractual documents.
- Taking minutes and producing formal and accurate records of committee meetings.
- Audio typing for the Property Director, supporting remote working and workload management.
- E-mail management, travel planning and logistics, managing priorities.
- Support for the Executive Assistant with general administration relating to the Chief Executive and Trustees, and the management team, as required.
- Shared responsibility for routine filing, as file / information management is critical to efficient working during a period of change.
- Administrative support for the estate team.
- Assisting with departmental management – diary planning, accounts/expenses, training and development, health and safety, HR.
- Assisting with other head office general administration, event preparation, telephone answering when required, including holiday cover. You must be prepared to be a willing ‘all hands on deck’ person when required.

YOUR PROFILE

Representing the Property Director on a day-to-day basis and working as part of the estate management team will require you to be:

- A team player, with a helpful, approachable and friendly manner.
- A Professional who is able to work autonomously but always as part of the estates team and wider head office team with:

- Strong communication skills, and an ability to establish and build sound and professional working relationships.
- Excellent interpersonal skills.
- Exceptional organisation skills and the ability to multi-task effectively and use your initiative.
- A natural ability to pre-empt situations and prioritise a competing workload, in a timely fashion.
- An appreciation of the need for discretion and confidentiality at all times.
- Excellent attention to detail.
- Interested in developing an understanding of 'learning from the land' in support of the Trust's core objective, with an appreciation of rural industries and the important communities we work with closely.
- An outgoing personality, self-confident with a professional and polite telephone manner.
- Well-presented and reliable with a calm flexible approach, to deal with all eventualities.
- Comfortable working in a fast paced demanding environment.

KEY SKILLS REQUIRED

- Minimum five years' experience in a similar role.
- Experience in a property and rural estate management environment, or legal practice would be advantageous.
- Excellent spelling and grammar skills with the ability to accurately copy check.
- First class knowledge and experience of using Microsoft Office programmes and a willingness to embrace technology and make full use of IT.
- A basic knowledge and understanding of property management systems and accounting.
- Secretarial qualifications and/or experience.

The Ernest Cook Trust is a small team where all employees work together and support each other when needed during peak periods of the year.

If you are interested in a permanent role working with a charitable trust in a beautiful rural setting then please send a full CV with covering letter to chief.executive@ernestcooktrust.org.uk by 9am on Tuesday 4 December 2018.

First interviews to take place on Tuesday 11 December 2018 and second interviews on Wednesday 19 December 2018

The Ernest Cook Trust offers fantastic benefits and a real sense of achievement in a varied, creative and friendly (and dog-friendly!) working environment.

The Ernest Cook Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.