



Managing Agent – Rural Estates

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| JOB LOCATION | This role is primarily based at our head office in Fairford, with scope for occasional hybrid working. By early 2025 our head office will be based in nearby Quenington. |
| REPORTS TO | Property Director |
| CONTRACT | Full Time (35 hours per week) |
| SALARY | £45,000 - £50,000 |

The Ernest Cook Trust

The Ernest Cook Trust is an educational charity and one of the UK's foremost providers and funders of Outdoor Learning. Our vision is for an environmentally engaged society with stronger connections to nature.

Our mission is to improve the life chances of children and young people through a range of Outdoor Learning opportunities, enabling them to learn from nature, empowering them to have a positive impact on the environment. We do this through grant support, direct delivery, research and advocacy.

The Role

In this exciting, pivotal role you will be jointly responsible for managing the Trust's rural estates, working alongside an existing experienced Managing Agent and as part of a multi-disciplined estate management team. The unique spirit of The Ernest Cook Trust is expressed in our three Core Values of Cultivating Connections, Freedom to Try and Progressive Stewardship, which run through all we do. The exact breakdown of duties will depend on the successful candidate, but we envisage you being responsible for at least three of our estates.

You will have specific responsibility for:

Rural Estate Management

- Maintaining exemplary rural estate management practice with a willingness to articulate this when required and support progressive stewardship
- Undertaking a diverse range of estate management work to enhance and optimise the agricultural, residential and rural commercial portfolio across the estates as they diversify
- Fostering growth and ensuring the Trust's long-term success and sustainability through adaptability, precision, attention to detail and leading through change
- Delivering on all core day-to-day aspects of agricultural, residential and commercial portfolio management, which form the basis of each estate under your management
- Seeking out new opportunities to benefit the charitable objectives of the Trust

- Promoting technology and proactively seeking new ways of working and efficiencies
- Ensuring the Trust's portfolio stays ahead of current and future regulation.
- Measuring the performance of the estates against key performance indicators and continuously striving for improvements
- Supporting the Trust's core objectives and ensuring alignment of this in the delivery of the Trust's Property strategy
- Providing professional advice and guidance on regulations and contractual matters relating to property, bringing and supporting new ideas and assisting in problem solving
- Working closely with colleagues on the Trust's estates, directing general estate maintenance and practical day to day management such as sporting, woodland and estate infrastructure

Culture and People

- Acting as an ambassador for the Trust, building open and collaborative relationships with all stakeholders and development of a productive and respectful way of working
- Retaining strong and effective relationships with professional advisors and contractors to deliver planned projects and work streams on target
- Providing for and overseeing the delivery of a safe and healthy working environment for colleagues, contractors, consultants and the general public
- Working in collaboration with colleagues to maintain existing Outdoor Learning sites as well as facilitating the provision of new learning ventures
- Being active locally at each estate and able to anticipate challenging situations. Build long-term relationships with local communities and parish councils to ensure opportunities and challenges are dealt with proactively
- Ensuring excellent and professional communication dealing with enquiries in a timely and appropriate manner
- Seek opportunities to increase the social and educational value of our estates through access and learning provision
- Assisting in a targeted and structured communication strategy in support of the Trust's objectives for each estate using our external advisors
- Working collaboratively with stakeholders and tenants when opportunities arise

Business Development

- Identifying opportunities to further the Trust's interests and staying ahead of industry developments and ideas
- Demonstrating a strong awareness of the opportunities around natural capital and working closely with the Trust's Environment & Natural Capital Manager
- Implementing habitat and species interventions in collaboration with third party stakeholders, informed by existing and future survey data and in collaboration with colleagues across the organisation
- Ensuring that appropriate technical and professional advice is taken, where and when necessary, in a timely and cost-effective manner
- Maintaining and developing professional and technical knowledge and expertise including CPD compliance
- Introducing new ideas and seeking ways to integrate new ways of working, accepting change and pursuing opportunities for personal development

The above list of duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the role.

Managing Agent – Rural Estate

Person Specification

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| Specific Requirements | <ul style="list-style-type: none">• Working to agreed targets in a commercial environment, being fully conversant in revenue and capital budget planning with key performance indicators and financial acumen• Applying knowledge of property, land, buildings, and estate management law, landlord and tenant matters and working with contracts• Experience of developing and managing budgets and operating management accounts on a monthly basis, taking responsibility for performance• Some leadership experience, with an awareness of work culture, the importance of our people and developing this key resource• Evidence of clear, concise and accurate report writing skills, professional standard presentation, and articulation of complex matters• Use of mapping and Geographical Information Systems (GIS), such as PEAR GIS, Landmark Systems, LandApp or others• Experience of deriving educational benefit and 'value' from industry-leading estate management.• Previous involvement in ecosystem services delivery and natural capital projects from a let estate |
| Personal Qualities | <ul style="list-style-type: none">• First-rate commercial negotiator with excellent communication skills• A team player and collaborator who has the ability to work independently, using initiative and leading on new projects• Confident in abilities and comfortable with responsibility, willing to take the lead or join in with the team• An understanding of your interpersonal skills, strengths and areas of improvement• The ability to prioritise, plan and organise your own workload• A professional approach which brings credibility and confidence in others• Expert IT skills in Microsoft Office, database management, GIS and related software• Ability to analyse data and understand key influential trends• A positive nature and the desire to enjoy your work and have fun• Full clean driving licence |

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| <p>Skills and Knowledge</p> | <ul style="list-style-type: none"> • Degree in Estate Management, Rural Land & Property Management, related RICS accredited subject, or similar • Membership in a relevant professional body (e.g. RICS, CAAV, PMI) • Further expertise in related technological advances in the rural land-based sector • Transferable knowledge and expertise from outside the sector which could positively influence our drive for success |
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How to Apply

In the first instance, please upload your completed CV and cover letter to:

<https://hr.breathehr.com/v/managing-agent-rural-estates-38134>

Closing Date

Tuesday 19 November 2024 at 23:59

1st Interviews

Thursday 28 November 2024 at The Ernest Cook Trust Head Office, Fairford Park, Fairford, GL7 4JH

What3words: <https://w3w.co/otters.laying.campus>

2nd Interviews

Tuesday 3 December 2024 at The Ernest Cook Trust Head Office, Fairford Park, Fairford, GL7 4JH

What3words: <https://w3w.co/otters.laying.campus>

We look forward to hearing from you.

Working at The Ernest Cook Trust

ABOUT US

As a landowning educational charity, the Trust is uniquely placed to share its woodlands, farms and natural habitats to inspire a greater love and understanding of the natural world, farming and sustainability. We do this for children, young people, their families and communities, particularly those who face barriers to accessing and participating in the outdoors.

We are part of an impressive community of networks and organisations across the UK, working to help create a more environmentally engaged society. Our work is increasingly done in collaborations and partnerships with like-minded organisations, particularly with our funding partners, whose contribution significantly boosts the reach and influence of our work.

To discover more about us, visit our website at www.ernestcooktrust.org.uk.

The Trust's Estates

The Trust owns and manages over 9,000 hectares of land and property made up of mainly let farmland but also 584 hectares of woodland, houses, cottages and a growing commercial portfolio. Land is owned in six counties: Buckinghamshire, Cumbria, Dorset, Gloucestershire, Leicestershire and Oxfordshire. These rural landholdings are managed for income return and capital growth, whilst seeking ways to improve the environment and important habitats, evolving and protecting the landscapes.

Active management dictates that we are constantly looking for new opportunities and ways to evolve and improve our income stream in support of the Trust's overall charitable object, which is education. These already include long-term housing development proposals, natural capital and carbon, and biodiversity net gain projects alongside other long-term ambitious plans.

OUR VALUES

The unique spirit of The Ernest Cook Trust is best expressed through our values:



Cultivating Connections

At the heart of our work lies the belief that meaningful and lasting change happens through the cultivation of connections. We value the relationships we build with the people and communities we serve, as well as each other and the partnerships we form with like-minded organisations. We understand that these connections create the conditions for people and places to flourish.



Freedom to Try

We embrace a culture of innovation and resilience, where both our team members and the individuals we serve have the freedom to try new things. This value encourages a dynamic and adaptable approach, nurturing trust and courage in ourselves and others.



Progressive Stewardship

We believe in responsible, forward-thinking management of our outdoor resources, as places where diversity can thrive. By actively caring for the environment, we ensure that the beauty and benefits of the outdoors are accessible to all, changing lives through individual and shared positive experiences.

How this role links to our values

- **Cultivating Connections** - this role fosters strong relationships with tenants, contractors, and colleagues, ensuring harmonious interactions within the communities that we are part of.
- **Freedom to Try** - the Managing Agent has the autonomy to implement innovative strategies in property management, enhancing efficiency and tenant satisfaction.
- **Progressive Stewardship** - by upholding compliance and maintenance standards, this role embodies our commitment to responsible and forward-thinking property management practices.

WHAT TO EXPECT

Join our growing team at the Trust for a friendly and rewarding experience. We offer competitive salaries, a range of benefits plus a training budget for your personal growth.

We currently have around 50 members of staff based either at our Gloucestershire head office, across our UK landholdings, in our regional hubs (Gloucestershire, Cumbria/Lancashire, Leicestershire) or working hybridly.

Enjoy our generous benefits:

- 10% employer pension contribution (5% from employees)
- 27 days annual leave, plus statutory holidays
- Life Assurance
- Access to Employee Assistance Programme, providing 24/7 support for health, mental wellbeing, and more
- Dynamic, creative, and welcoming work environment

Working for us will involve wellies, because we firmly believe that **everything is better outdoors!**

Equity, Diversity and Inclusion

Embracing diversity is an essential part of the work of The Ernest Cook Trust. We are committed to treating everyone as a unique individual, fairly and with respect, irrespective of race, disability, age, gender, marital status, sexual orientation, or religion. We are committed to ensuring equality, respect, and safety for all, and prioritising the wellbeing of the children, young people and vulnerable adults we support. Our safeguarding policy can be found [here](#).

The appointment will be subject to satisfactory background checks including Disclosure and Barring Service and relevant online searches to comply with best practices in Safeguarding, and proof of the right to work in the UK.