

The Nehemiah Project

Property/Estate Manager Job Advertisement

Hours	35 hours per week (or by negotiation)
Contract	2-year fixed term contract
Reports To	CEO
Place of Work	London and the SE, possibly further afield
Salary	£40,000 with contributory pension

The Nehemiah Project is a Registered Charity providing a home and support for vulnerable men with a history of addiction, crime and homelessness. As a growing charity, Nehemiah is looking to add to its team a personable and efficient Property/Estate Manager with experience to co-ordinate the search for new properties to achieve the Charity's growth ambitions, and with excellent knowledge of general property maintenance.

The ideal candidate will have experience of working with a small team, to ensure the smooth running of the Charity's properties in such a way that will cause the least disturbance to Nehemiah's main mission: the support of those recovering their lives from addiction. The Charity currently has five properties but would like to add to its existing provision. This role will work with the CEO and directors to acquire new properties to allow growth into new areas inside and outside of London.

Scope of Role

- To manage the delivery of Servicing, and Reactive, Responsive, Planned and Planned Preventative Maintenance to the Nehemiah Project facilities throughout the UK
- To manage/coordinate maintenance contractors to ensure the Charity facilities are maintained to a good standard whilst identifying areas for improvement
- To be responsible for controlling expenditure, quality control and ensuring statutory servicing and inspections are undertaken on time along with management of remedial works as required
- Day-to-day responsibilities for: Caretakers, handyman or any staff directly employed with facilities or maintenance responsibilities.
- To develop and implement new facilities and maintenance procedures
- To support the Charity in the search for new premises, providing technical input and guidance as necessary

Key Accountabilities

To provide a responsive service to manage and implement day to day repairs, including to assess need, prioritise, budget availability, scope of work, schedule works required, and place works orders.

To work with and report to the CEO and Directors to develop a strategic approach to identifying new areas to open a property. Project management of the search and acquisition process. Identifying potential properties that meet the Charity's criteria and reporting costed and assessed options on these to the CEO and Directors

For more information contact Lorna Hawthorne, 07503 5300489

To apply, please send your CV and/or application form to Tracey.Thomas@tnp.org.uk

Person description

Experience & knowledge	Essential	Desirable
Appropriate qualifications or Extensive experience of property management and maintenance issues	√	
Project Management experience including budgeting	√	
Understanding of planning categories	√	
Understanding of the statutory requirements of HMOs and H&S required for a residential operation such as Nehemiah	√	
Willingness to travel around the potential areas identified for growth	√	
Strong problem-solving abilities	√	
Understanding of Nehemiah's client group - vulnerable adult men with a history of addiction	√	
Skills		
Competent IT skills to produce reports, analysis of options	√	
Able to set up, manage and maintain a property database	√	
Experience of managing contracting / maintenance staff	√	
Excellent communication skills, being able to relate to all those they will come into contact with	√	
The ability to work as a team member	√	
Other		
An ability to present the Nehemiah well to other organisations and to develop an initial framework that will allow the Charity to build on this relationship in the future	√	