

Job Description

Job title:	Property Manager
Responsible to:	Company Secretary
Department:	The Renewal Trust
Location:	Carlton Road Business Centre
Job parameters:	22 hours per week – Flexible working hours

Main purpose of job:

This role requires you to effectively manage The Renewal Trust and its subsidiaries property portfolio. You will maximise income generation and control expenditure whilst ensuring a welcoming, safe and secure environment for all staff, tenants, participants and visitors on a day-to-day basis. A key member of the team, this role requires you to work closely with the Renewal Trust team.

Principal accountabilities:

- To generate profit from our property portfolio to support the Renewal Trust's charitable activities.
- To attract and secure new tenants and users to all Renewal Trust properties, negotiating rental terms and ensuring the accurate completion of all lease agreements and supporting documentation.
- To provide exemplar support to tenants, to ensure that tenancy agreement terms are adhered to by both parties, and providing an excellent level of customer care.
- Proactively manage the maintenance of all the buildings including the security, cleanliness, repair, servicing, ordering of supplies and services, maintaining an inventory of stores, equipment and furniture. Implement a programme of planned preventative maintenance (PPM) to control costs and minimise disruption to clients, tenants and staff.
- To effectively manage the Trust's utilities provision contracts, ensuring consistent levels of service whilst minimising costs and, where possible, environmental impact.
- To procure cost effective service agreements for the delivery of planned preventative maintenance and emergency repairs to Trust property and equipment, ensuring the required quality of work is completed in a safe and timely manner.
- Create and manage an annual budget for all sites and ensure responsive credit control
- To effectively manage, develop and retain a team of Cleaners and Property Assistant to service all Trust properties to a high standard of cleanliness and security, in compliance with Health and Safety regulations, insurance requirements, tenancy service level agreements and budgetary requirements.
- To ensure all properties and tenants are fully compliant with fire, health and safety, DDA and other relevant legislative regulations, including testing and record keeping.

- To lead and provide reports to the Hungerhill Trading Ltd Board meetings, and to report to the Renewal Trust Board on all property matters.
- Any other duties deemed appropriate by Management.

Other responsibilities:

Act as an ambassador for The Renewal Trust at all times, actively promoting its values, aims and services within the local community, especially with regards to equal opportunities and safeguarding adults, young people and children.

Adhere to all company policies, as relevant to the role, and attend meetings and training as directed by your line manager in order to keep your knowledge and skills current to your role

An appropriate duty of care will be actively demonstrated by the job holder with regards to the security of cash, keys and company assets (property and equipment).

It is agreed that the above is a brief and concise description of the above job role.

Job holder	
Name:	
Signature:	
Date:	

Line Manager	
Name:	
Signature:	
Date:	