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| Job title: | Estate Surveyor Beaulieu Settled Estate | Position type:*(E.G. full-time, part-time, permanent, seasonal)* | Full time permanent |
| Department: | Estates | Hybrid working? | Yes potentially |
| Location: | The Estate Office (John Montagu Building) | Driving licence required? | Yes |
| Salary range: | £30-£40K | Start date: | ASAP |
|  |  | Date posted: | TBC |
| Travel required? | Minimal - travel around the estate and to training courses | Application cut-off date: | TBC |

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| **Reporting lines:** |
| The role reports to the Resident Agent who is also a Director of Beaulieu Enterprises Ltd.This role is responsible for the Estate Warden – who works on the Nature Reserve amongst other tasks. |

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| Purpose of the role: |

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| To assist the Resident Agent will all matters of land management including stewardship agreements and grant opportunities, agricultural, residential and commercial tenancies, management of the nature reserve and joint projects with Natural England and other organisations, projects to improve sustainability across the estate and visitor attraction, property repair and maintenance across the estate, forestry and pest control, deer management, planning, staff management and health and safety. |

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| Qualifications | Assessment approach |

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| RICS and or CAAV qualification | Essential | Shortlisting |
| Degree in Rural Estate Management or similar | Essential | Shortlisting |
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| Experience | Assessment approach |

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| Proven experience in rural Estate management | Essential | Shortlisting / Interview |
| Demonstrated ability to lead environmental and natural capital initiatives | Essential | Shortlisting / Interview |
| Experience in managing and documenting land-based tenancies including rent reviews, and liaising with Agricultural tenants. | Essential | Shortlisting / Interview |
| Experience in managing & development staff across the site | Essential | Interview |
| Experience in managing budgets and financials | Essential | Interview |
| Management of Health & Safety and environment issues | Essential | Shortlisting / Interview |

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| Skills | Assessment approach |

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| Computer literate and able to write reports and manage data, including using accounts software and full MS 365 suite. | Essential | Shortlisting / Interview / Test |
| Ability to manage and draw up commercial tenancies and negotiate where appropriate | Essential | Interview |
| Knowledge of Environmental Stewardship agreements e.g. CS, SFI | Essential |  |
| Knowledge of Pear Mapping | Desirable |  |
| Knowledge of Landmark  | Desirable |  |

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| Attributes | Assessment approach |

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| Appreciation of factors affecting a family owned-Estate | Essential | Interview |
| Ability to work independently and as part of the wider Estate Team | Essential | Interview |
| Strong problem-solving skills and pro-active approach challenges | Essential | Interview |
| Committed to continuous professional development | Essential | Interview |
| Excellent communication and negotiation skills  | Essential | Interview |
| A sense of humour |  |  |

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| Job description |
| * **PRIMARY RESPONSBILITIES**
* Maximising the income and outcomes from Environmental Stewardship schemes across the estate
* Developing any Natural Capital opportunities across the Estate
* Taking the lead and working with colleagues on the sustainability of the Estate and the visitor attractions and developing projects
* Documenting and managing all land-based tenancies including rent reviews and lease renewals and liaising with agricultural tenants on all day to day management issues.
* Maintaining records on Landmark, Updating and refining new mapping software, production of tenancy plans and dovetailing in to Landmark.
* Updating and refining information held digitally on Landmark and helping to reduce reliance on paper/files.
* Managing the wider estate to maintain its appearance and investigating opportunities to develop additional income streams to include dealing with grants, stewardship agreements and other agri-environmental schemes. Managing events and activities that involve Estate land. Assisting the Resident Agent to review the farming practices across the Estate and consider any strategic changes that may be required in line with agricultural policies.
* Working with the Resident Agent to draw up and implement budgets for various Estate entities. Preparing reports for financial performance with the Accountancy team.
* Identify opportunities, plan and execute a programme of minor developments on the Estate.
* Deal with planning applications and environment schemes and have an involvement in the monitoring of Local Development Plans etc including making representatives to Local Planning Authorities.
* Deal with planning applications from local residents in respect of restrictive covenants.
* Direct responsibility for manging the Estate Warden and the nature reserve.
* Working with the Resident Agent to draw up and implement budgets for various Estate entities.
* With the assistance of the team ensuring that all record systems including filing, property terriers, property compliance records are to up to date and fit for purpose.
* To manage any other opportunities in non-traditional Estate Management areas for the benefit of the Estate.
* To assist the Resident Agent in any aspects of the Safety, Health and Environmental issues for all areas of the Beaulieu Estate including with any external advisors and implementing agreed actions in line with the Construction Design and Management Regulations.
* Liaising with the Estate professional advisors as necessary
* Dealing with external contacts and fielding queries for the Estate.
* **SECONDARY RESPONSIBILITIES**
* Assisting with any matters relating the management of the residential portfolio
* Working with the Clerk of Works to manage the repair and the maintenance of properties on the Estate using in-house staff and outside contractors.
* Assisting the Resident Agent in managing the Insurance cover the Estate and dealing with insurance claims when required.
* Performing all other duties in relation the management of the Estate, as directed by the Resident Agent from time to time.
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| Reviewed by: | Lisa Gridley HR Manager | Date: | 6/9/24 |
| Approved by: | Rachel Pearson – Resident Agent | Date: | 6/9/24 |
| Last updated by: | [Name] | Date/Time: | [Date and time] |