

Head of Properties Portfolio Job Description

Role Purpose

The Head of Properties will have responsibility for developing and implementing the charity's strategic plans for its properties portfolio. He or she will be an effective advocate for the charity and its beneficiaries and cultivating excellent stake-holder relations will be an important part of the job.

Terms and Conditions

Hours: 35 hours per week, usually Monday to Friday 9am to 5pm. Some flexibility will be required, with time off in lieu for additional hours worked.

Place of Work: 24 Greencoat Place, London SW1P 1RD. Some travel in the UK will be required to other properties, and some working from home may be permissible by arrangement.

20 days' holiday plus bank holidays. Following 1 year's completion of service, an additional one day's annual leave will be awarded each year to a maximum of 5 days. Contributory Pension Scheme.

Reports to: The Executive Director

Line Management: Building, maintenance and facilities staff

Salary: Commensurate with similar roles in other charities, according to qualifications and experience

Duties to include:

Overall responsibility for the maintenance and operations of the property portfolio of lofC UK including, but not limited to:

Strategic: dovetail the alignment of lofC UK's property portfolio with the charity's vision, and with the commercial maximization of the resource, to serve the mission of the organisation. Advise the charity on proposed development, maintenance or improvement work envisaged for any property within the Portfolio. Develop a costed preventative maintenance plan for each property, to be aligned around lofC UK's Strategic Plan

Property portfolio management: Work closely with individual property caretakers to co-ordinate management of the individual properties, liaising with the relevant line manager/client to ensure that caretakers fulfil their duty to maintain the property to a high standard, including HSE legal requirements and responsibilities. Also to liaise with the relevant line manager to validate the use of each property as serving the objects of the Charity.

- Property inspections: Conduct regular inspections of all properties to identify current and future maintenance needs and ensure the charity's properties are

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maintained to a high standard. This will include any lease violations where relevant.

- Property maintenance: Coordinate ongoing property maintenance and landlord checks to comply with all relevant laws (Gas Safety Certificates, Electrical Certificates, Health and Safety legislation).
- Documentation: responsible for establishment and maintenance of a database of up-to-date information of IofC UK's property portfolio, including accurate details of property dimensions, layout, location, condition, and value.

External contractors: responsible for the tendering process and management of all of the property portfolio's building contractors, subject to the relevant approvals from the board, and project manage all buildings work. Vendor management: Ensure vendors are fully qualified (including warranties and liability insurance levels) for any works they are employed to carry out on behalf of the charity and its beneficiaries.

Financial management and reporting: keep detailed financial records, prepare, present and control property portfolio budgets. Compile regular reports for stakeholders.

Cost reduction and environmental controls: management of sustainability and environmental initiatives to ensure targets are achieved.

Risk Management: assessing, documenting and mitigating potential risks related to each property, its tenants, the charity and its beneficiaries.

Person Specification

Essential

- A good standard of education
- Minimum two years' experience in property management
- Strong experience of budget management, financial control and delivering cost-efficiency
- Knowledge of relevant legislation
- Detailed working knowledge of building management, systems maintenance, and repair projects
- Technology proficiency: experience of facility management software, computer-aided (CAFM) systems, and excellent computer skills.
- Excellent track record of customer and stakeholder relationship management
- Excellent time management, prioritisation, delegation, and project management skills
- Thorough: attention to detail, the ability to organise and prioritise workload.
- Excellent numeracy/analytical skills and competency in dealing with financial information
- Excellent communication skills – letter writing and the written and verbal presentation of information.
- First-class people skills – an ability to adapt your style as required.
- First-class commercial skills – demonstrate a savviness and awareness of commercial reality.

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- **Accountable:** Take personal responsibility for seeing tasks through to successful completion or resolution.
- **Commitment:** Take pride in your work and care about your/the team's performance
- **Mature:** common-sense approach. Remain calm & measured while juggling multiple projects.
- **Positive:** an optimistic, can-do attitude that improves team morale

Desirable

- Other property qualifications (eg. IRLM, RICS)
- 5 years+ relevant management experience.
- Experience of working in a Charity or non-profit organisation

Application Details

Please send your CV with a covering letter stating why you are interested in this job, addressed to secretary.uk@iofc.org

Tell us how you meet the requirements of the person specification and how your experience, skills, knowledge and personal attributes make you the ideal candidate for this role. Please give any other information that you consider relevant.

The closing date for applications is 6 October 2023. If you have any questions or would like to discuss this role, please contact us at secretary.uk@iofc.org. Applicants must have the right to work in the UK. No agencies please.

A DBS check, paid for by IofC UK, will be required for the successful candidate, along with two references.