

Job Description

Rural Surveyor

Hours of work: 35 hours per week (flexible in how worked)

Type of contract: Permanent

Based at: Choice of office location within Berkshire, Buckinghamshire and Oxfordshire with significant hybrid working available and travel to sites and offices as required.

Croner rank: 2 / 3

Job Purpose

To provide professional support and advice to staff responsible for BBOWT's land and property holding to ensure compliance and effective management.

Reporting Line

The post holder reports to the Land Management and Ecology Director.

Line Management

Interns and volunteers if required. No line management initially.

Key Responsibilities

- Oversee the freehold and leasehold acquisition of reserves and property including appraisals, negotiations and requirements under the Charities Act. Divestment of land and property no longer required for the charities purpose.
- Lead on due diligence required in relation to BBOWT's land and built estate including compliance with leases, landlord consents and other obligations or contracts.
- Granting of leases, licences (grazing, deer management, access), negotiating wayleaves and easements.
- Provide professional support and advice to the Land Management teams in regard to the management of the 85 BBOWT Nature Reserves across the three counties. This will require traveling to sites to view issues and liaise with staff and external stakeholders.
- Project manage a programme of investment and development including new and redeveloped offices, cafes, and visitor centres working alongside the Head of Commercial Estate. Provide support and professional advice on complex land management conservation projects
- Lead on the negotiation and management of external infrastructure projects affecting BBOWT's land holdings with assistance from external land agency firms.
- Assist the Land Management and Ecology Director with the management, compliance and renegotiation with landlords of land leased to BBOWT
- Advise and assist the Head of Commercial Estate with the management of BBOWT's built estate including visitor infrastructure, residential, commercial and agricultural buildings.
- Oversee the creation of an estate terrier system to manage legal documents, rents, leases, licenses, wayleaves ensuring that all relevant invoicing is completed
- Ensure best practice Health and Safety measures are adopted in all aspects of your work.
- Any other duties as delegated by the Land Management and Ecology Director or Chief Executive

Person Specification

- Chartered member of Royal Institution of Chartered Surveyors (RICS Rural) or another equivalent professional organisation.
- Extensive post qualification knowledge and experience of estate management, land and property acquisition, valuation and disposal work in the rural environment.

- Experience in the commercial rural environment and knowledge of current financial opportunities and markets relating to land and property.
- Significant experience of UK legislation relating to rural property.
- In-depth knowledge and experience of project management with the ability to lead multifunctional project teams especially in regard to buildings, property and construction.
- Excellent communication skills both verbally and in writing
- Confident in making timely and effective decisions making the best use of the charity's resources
- Excellent negotiation skills
- An awareness of the requirements of the Charities' Act.
- Ability to manage and prioritise workloads, work alone and as part of a multi-disciplinary team.

- Proven ability of managing a varied property portfolio covering all aspects of tenant liaison, lease negotiations, rent renewals, maintenance and repair.
- Ability to prepare both annual and project budgets and present analysis of risk and liability
- Competent in use of MS Office Word, Outlook and intermediate Excel.
- Proficient in the use of land management terrier systems
- An understanding of GIS
- Ability and willingness to demonstrate the BBOWT behaviours and values
- Current UK valid car driving licence and ability to travel widely across the three counties

Measure of success:

- BBOWT's landholding and estate legally compliant and efficiently managed
- Projects are effectively managed and achieve best value in the timeframe agreed
- Reserves staff and the Head of Commercial Estate are effectively supported in matters relating to land and property
- Successful implementation of effective estate terrier system
- Amount of supervision required to achieve the above