



FARLEIGH WALLOP  
ESTATE

## **Job Specification Full Time FTE**

### **Property Administrator**

#### **The Estate**

The Estate comprises circa 4,000 acres in Hampshire. The estate has a number of business lines, foremost – in terms of capital value, income and strategic focus – being property and farming. The property portfolio consists of residential and commercial tenancies, office buildings, telecom infrastructures and an anaerobic digester plant.

The Estate land is farmed in-hand; almost entirely arable at present.

Approximately 1,000 acres of estate woodland is managed commercially. A biomass boiler burns estate-harvested woodchip to provide heat for a number of properties within the hamlet.

#### **Background to and overview of the role**

We are looking for an individual to act as a Property Administrator, providing operational support and procedural rigor. The successful candidate would support and report to the Estate Director.

Our expectation is that the successful candidate will have a land agency, or estate management experience of ideally both residential and commercial property.

#### **Specific role requirements**

The tasks required of the successful candidate will include, but not be limited to, the following:

##### *Property portfolio*

- Operational support to the Estate Director, for example managing the inhouse maintenance workload and priorities, reviewing invoices, taking delivery of furniture, etc. answering the office phone and greeting visitors.
- Ensuring rents are paid on time, advising the Estate Director of debtors.
- Producing reports detailing when leases are due to expire and when rent reviews are coming up.
- Ensuring that the properties are compliant e.g. organising contractors to carry out gas safety checks, EICRs etc.
- Organising for contractors to attend to tenanted properties to carry out repairs and maintenance.
- Organising and carrying out regular property inspections.

##### *Key infrastructure*

- Overseeing the inspection, maintenance and care (both operationally and to any degree required by regulation) of key infrastructure, i.e. solar panels, the estate-wide waterpipe and sewage system, and the biomass boiler at Farleigh Wallop;
- Project managing significant on-estate projects, such as repairs to facilities, roads, tracks and car-parks and new construction work (including within the property portfolio, and Farleigh House itself).
- Striving for professional excellence and – above all – health and safety amongst the wider team, including by advocating best practice, and where relevant arranging training and certification.

**Please send CV and covering letter to [enquiries@wallogroup.co.uk](mailto:enquiries@wallogroup.co.uk)**