



Property Team Manager

40 hours per week

Out of hours on call requirement in the event of an emergency (rota)

£32,000 p.a.

We are currently looking for an individual who is highly motivated and holds an accredited qualification in a relevant discipline such as building, surveying, building services or equivalent trade background, who can show excellent customer focus skills, is flexible and enjoys working in a team environment.

The Property Team Manager will line manage the small Property Team who are tasked in maintaining our property portfolio. The Property Team Manager will report directly to the Head of Property and Estates ensuring excellent delivery of customer focussed services. Must possess excellent communication skills to liaise with other Managers, staff and residents of Whiteley Village regarding property matters. Deal with any queries and or residents' complaints.

The Whiteley Homes Trust provides housing and care for older people of limited financial means and is a unique community set in approx. 225 acres of beautiful Surrey woodland, that has been changing lives of our residents for over a hundred years. The tranquil Grade II listed village contains 262 almshouses, a care home and extra care apartments for nearly 500 older people of limited means. Our new Care Hub is nearing completion and, set to open this spring. This means new approaches for staff, new buildings and in bracing new technology.

Responsibilities include:

- Manage the Property Team
- Manage and monitor responsive maintenance works (reactive repairs, voids, building services & inspections) and ensure works are completed in time, to customer satisfaction and in good quality.
- Ensure gas contract is managed effectively by the Maintenance Coordinator and all applicable properties have valid Gas Safety Certificates
- Ensuring all regular checks and routine services on M&E Services are carried out in time to comply with regulatory requirements
- Ensure the management of all aspects of Health and safety within the department, you will be identified as the responsible person for L8 water management

What you will need to succeed:

- HNC in related building subject
- Experience in a maintenance or building management managerial role
- Experience of people management including direct team leadership
- Substantial and demonstrable experience of working with budgets
- Experience of managing external contractors
- Experience of problem resolution
- Practical experience of inventory and fault reporting systems (electronic)
- Experience of successful project management
- Experience of chairing meetings / presentations to large groups

Our vision is to become 'The best place to age in Britain and we believe our people are vital in helping us achieve that. Our values of Respect, Integrity, Ambition and Involvement define who we are and how we behave.

An Enhanced DBS check will be required for this role.

To apply, please send your CV with a covering letter.

Closing date: 28th March 2019 12 noon

If you are interested in joining our team and working together to shape 'Whiteley Futures', please contact Lilian/Fiona on 01932 264549/264546 or by email: job.enquiries@whiteleyvillage.org.uk