

Vacancies: Associate Property Advisers

Self-Employed Chartered Surveyors Sought Based in the Midlands and North of England

Flexible, Project-Based Consultancy Making a Difference

Are you an experienced Chartered Surveyor, seeking meaningful work on a flexible basis? Do you want to use your skills to help amazing organisations doing good in the world?

The Ethical Property Foundation is the UK's **only dedicated property advice charity serving the voluntary sector**. (Registered Charity Number 1101812) Each year, we provide over 900 organisations with expert, independent property advice and education. We are now looking for one or more **self-employed general practice Chartered Surveyors** - general practice surveyors to join our team and **help deliver affordable consultancy services** to the voluntary sector.

We also have opportunities for building surveyors who are able to give us a charity rate on their standard fee.

About the Role

This is a self-employed, project-based opportunity. Assignments typically require 4-5 days of work (not full-time) and include:

- Lease renewals and rent review advice
- Development of client property strategies
- Options appraisals
- Property acquisition advice
- Property disposal advice

You may also have opportunities to design and deliver property-related webinar training.

Our Associate Property Advisers work flexibly from home, with occasional client site visits across England, Wales, and Scotland.

What we're looking for

We're seeking Chartered Surveyors (or equivalent) with:

- Strategic thinking and reporting skills

- Specialisms such as facilities management and / or architectural experience
- General practice and building surveying skills

You'll need excellent communication skills to engage and empower our clients—many of whom support vulnerable people in challenging circumstances—and the ability to investigate, analyse, and propose practical property solutions.

Why join us?

Our clients support a diverse range of causes and manage every type of property imaginable. In the past year, we've advised on office buildings, church premises, oast houses, former schools, libraries, theatres, fields, industrial units, and more. You'll be part of a team of extraordinary senior property professionals who share a passion for making a positive impact.

Key details

- Day Rate: £220
- Working Hours: Flexible, variable based on agreed project deadlines
- Location: Work from home with travel as required for site visits
- Professional Indemnity Insurance: The post holder falls within the definition of 'Person Employed' and are therefore included within EPF's PI insurance.
- DBS Clearance: Provided by EPF
- Reporting To: **Head of Property Services**

Start date

By mutual agreement.

Interested in using your property expertise to make a difference? Visit our website to learn more about the Ethical Property Foundation: propertyhelp.org.

How to apply

To apply for this opportunity, please send the following to: mail@ethicalproperty.org.uk with **Associate Property Adviser in the subject line**. Please include:

1. Your CV (including full contact details).
2. A covering letter detailing:
 - Why you wish to work with the Ethical Property Foundation.
 - What you feel you can offer our clients.
 - Your voluntary sector and professional experience.

Informal discussion

If you'd like an informal discussion about the role, please email CEO Antonia Swinson antonia.swinson@ethicalproperty.org.uk to arrange a mutually convenient time.

Application Deadline: 9a.m. Wednesday 22nd April

Interviews

Interviews will be held on Wednesday 29th April in person at our central London office and via Teams.

About the Ethical Property Foundation

The Ethical Property Foundation is the only property advice charity for the UK voluntary sector. Since 2015, we have served as lead referral partners to the Charity Commission for land and property advice and preferred suppliers to the Lloyds Bank Foundation.

Our mission is to support charities and voluntary organisations to make the most of their property—whether rented or owned—helping prevent problems, avoid wasted resources, and build thriving, sustainable futures.

We work in partnership with volunteers, self-employed Associate Property Advisers, and a Register of Property Professionals, including commercial property solicitors, VAT specialists, planners, and valuers, who provide support either pro bono or at discounted charity rates.

To learn more, visit www.propertyhelp.org

We are a committed equal opportunities employer and welcome applicants from all backgrounds.

Person Specification

	Essential	Desirable
Knowledge and experience	<ul style="list-style-type: none">• educated to degree level or with equivalent academic or employment experience• Chartered Surveyor or equivalent professional qualification• or Facilities Manager or equivalent professional qualification• minimum of fifteen years' property sector experience• experience of providing advice, including by phone / email	<ul style="list-style-type: none">• knowledge and understanding of, and empathy with, the charity sector through paid or voluntary experience• knowledge or experience of property from a charity perspective• experience of working as a consultant• interest in, and appreciation of, ethical considerations relating to property

	<ul style="list-style-type: none"> • experience of communicating a technical subject to the lay person • knowledge or experience of the commercial property sector • experience of project managing stand-alone projects • a proven track record in the delivery of high-quality outputs • General practice experience including lease renewals and rent reviews 	<ul style="list-style-type: none"> • experience of planning and delivering training courses • experience of working in a small team
Skills	<ul style="list-style-type: none"> • excellent written and spoken communication skills • computer literate: proficient with Microsoft Word, Excel, PowerPoint and Outlook, internet, and e-mail • technical skills in one or more of the following: business planning, property law, project management, governance, other areas of commercial property consultancy 	

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Personal attributes	<ul style="list-style-type: none"> • appetite for sharing knowledge and making a difference within society • commitment to social and environmental issues • organised and efficient • accurate with good attention to detail • self-motivated, outgoing, and willing to take initiative • excellent time management skills, flexibility, and ability to handle a varied workload • commercial acumen • ability and appetite to learn new skills and knowledge • able to work calmly under pressure 	
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	<ul style="list-style-type: none">• able to work proactively with limited supervision in a small team	
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