



ROTHSCHILD
FOUNDATION

Job Title: Director of Property

Managed by: CEO

Department(s) Property Management

Location: Waddesdon

Overall Purpose

This is an exceptional opportunity for a dynamic and enthusiastic senior property professional to lead the property management and maintenance department at the Rothschild Foundation.

The post holder will have leadership and specialist experience in a wide range of property portfolio management (residential, commercial and heritage) and will be able to offer a diverse range of strategic services to the Rothschild Foundation and Waddesdon Estate LLP. They will be responsible for leading the property management and maintenance department, maintaining overall responsibility for budget and project management. They will contribute to maintaining and maximising the return of the residential portfolio, advising on the management and administration of the properties with a strong focus on tenant and stakeholder relations. They will ensure the infrastructure and development needs of heritage buildings is carefully supported and planned for and advocate for the continued development of internal skills and resource.

Context

Waddesdon Estate is an historic estate of approximately 6,000 acres located in the Chilterns owned by the Rothschild Foundation and Waddesdon Estates LLP. The Estate enterprises include residential and commercial property letting operations, farming, forestry and a hospitality and private events business. The wider portfolio consists of properties in Hertfordshire, Cambridgeshire, London, Scotland, and Europe. The Rothschild Foundation portfolio includes buildings of significant historical significance, for example, Waddesdon Manor, the Dairy, the Stables, Windmill Hill Archive.

Waddesdon Manor was created by Baron Ferdinand de Rothschild from 1874 and set in a Grade 1 listed garden, it is home to the Rothschild Collection and was bequeathed to the National Trust in 1957. Today it is managed by the Rothschild Foundation and welcomes in the region of 350,000 visitors annually to the House and grounds with specialist event programming and exhibitions.

Residential properties are also owned by the RF in addition to commercial enterprises, the Five Arrows Hotel and The Bow public House (due to open autumn 2024). Maintenance operatives and Facilities Trade Technicians provide both general and specialist maintenance for all types of properties as required, led by the Head of Property Maintenance (residential and commercial), the Head of Heritage Capital Projects (historic landscape) and the Facilities Manager – a team of 16.

Key Responsibilities

- Contributing to the development of the strategic vision for the residential portfolio, with an eye to long term opportunity and value maximization and ultimately delivering such strategy to the Trustees of the Rothschild Foundation and the members of Waddesdon Estates LLP;
- Project management of significant building works and development projects across the residential portfolio, to include preparing capital expenditure budgets and collaborating with contractors and professionals. Contributing to the preparation of detailed annual budgets for the maintenance of the portfolio and providing management accounts;
- Support the Head of Heritage Capital Projects on overseeing the production of Quinquennial report for the historic property portfolio and ensure adherence to the programme of Quinquennial works for consideration, working closely with the Director of Waddesdon;
- Oversight of all maintenance works, preplanned and reactive, across the entire portfolio including Waddesdon Manor, to support the planning and budgeting processes and ensuring adequate resource allocation
- Work closely with the RWL Board on commercial infrastructure projects that impact the Waddesdon Manor visitor including the Five Arrows Hotel, the Bow, catering and retail, roads, car park, toilets and any other infrastructure requirements;
- Exercising the necessary financial controls to keep expenditure within budgets. Achieving consistent returns on the residential portfolio through leading the department
- Reporting on operational and capital management accounts and preparation of reports for the biannual Trustees meeting and quarterly Waddesdon Estate LLP Meeting;
- Providing internal surveying expertise where possible, to include property and rental valuation guidance

- Ensuring compliance across the portfolio with landlord and tenant legislation and health and safety and building regulations. Prioritising risk management through a full document trail and updating systems in accordance with changes in legislation, with the support of the Health & Safety Manager and Property Administrator.
- Liaising with the inhouse Property Solicitor and Property Administrator to ensure the correct documentation is in place governing the occupation of properties, and in relation to planning and other legal matters.
- Oversee and support development of a coherent and efficient workflow across residential, commercial and heritage assets
- Line management of Head of Property Maintenance, Head of Heritage Capital Projects, and Data Coordinator

General Attributes

Essential

- Member of the Royal Institute of Chartered Surveyors (MRICS)
- 4+ years PQE experience
- Proven strong financial and analytical skills, experience in budget management
- Experience in property portfolio management and maximising returns
- Experience in a heritage buildings environment
- Strong team-work skills with an ability to effectively participate and motivate others working within a team environment. Experience of successfully managing individuals and teams.
- Excellent written and oral communication skills with an ability to present to all levels within the organisation
- Ability to manage multiple projects concurrently, managing conflicting demands and workloads.
- A sound understanding of local and national planning application processes and working with listed buildings
- Ability to see the bigger picture; to think and act strategically
- Flexible and willing to perform varying duties
- Effective, versatile, action-focused and efficient.
- Fluency in English
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Database applications, etc)
- Full clean UK driving license

Desirable

- Working knowledge of contracts, health and safety and building regulations
- Experience of working with planning consultants
- Experience of commercial property development including planning and construction
- Experience of overseeing a rolling programme of property portfolio maintenance and upgrades
- Experience of working within a multi-stakeholder environment

Terms & Conditions

Contract type: Permanent, full time (37.5 hours per week) Monday to Friday

Location: Queen Street in Waddesdon.

Salary: £80,000 per annum

Holiday:

- From start date, 33 days (including public holiday)
- After three full years of service: 36 days (including public holidays)
- After five full years of service: 38 days (including public holidays)
- After ten full years of services: 40 days (including public holidays)

Additional benefits include:

- Company Pension Scheme, matched contribution up to 10%
- Group Income Protection Scheme and DIS Cover
- Relocation assistance
- 50% Discount in on site 'food to go'
- 20% in the Manor Restaurant, Manor Shop and Five Arrows Hotel.
- Excellent wellbeing support- access to free 1:1 counselling via CareCoins
- Headspace Membership. Local gym facility discounts
- Cycle to Work and Electric Car Lease scheme
- National Trust Card – provides access to NT properties in the UK.
- Beautiful location working within the charity and heritage sector.
- Free parking

Application Process

In order to be considered for this role, please submit your **CV along with a covering letter** explaining how your experience and skills match those outlined above by emailing

application@waddesdon.org.uk

Closing Date

31 August 2024