



Property Manager

People Potential Possibilities (P3 Charity)

Job Description



**People
Potential
Possibilities**

Job Description

Post: Property Manager

Location: Covering Gloucestershire, London and South Warwickshire

Work Base: Site based with national travel

Responsible to: Head of Tenant Services

Job Purpose:

To work as part of the Estates Team to provide and secure properties of a good standard.

Key Responsibilities

Direct Line Reports

- Responsible for the line management of a Property Officer.
- Carrying out regular support and supervisions, probation reviews, appraisals and all aspects of line management.

Communication

- Establish networks externally to the organisation with Landlords and Estate Agents.
- To liaise with other Managers and Higher Management.

Housing Management

- To create and manage a portfolio of housing stock.
- To source and view properties both in the rented sector and properties for sale, ensuring new properties are fully handed over to the operations team.
- Be responsible for furniture orders for new properties and voids.
- To be responsible for holding and checking leases, including break dates.
- To prepare, manage and ensure effective monitoring of the housing needs and budgets within the local areas.
- To ensure the housing stock and furniture is in a good state of repair and kept up to P3's standard.

- Liaise with Landlords and Agents and P3 maintenance team around repairs and or complaints.
- Ensure compliance paperwork is received from landlords and agents, and held on P3's database, and CRIS.
- To ensure the CRIS Database is kept up to date.
- To ensure property inspections and Health and Safety checks are carried out at regular periods including Fire Risk Assessments.
- To liaise with the local Services Manager and the Health and Safety Coordinator to ensure repairs and Health and Safety compliance are carried out.
- Liaise with Landlords and Agents with regards to returning properties and Ensure works required are completed.
- Compile and review Property related policies and procedures.
- To source and view offices / hubs as and when required.
- To manage the Evictions process from start to finish within the local area.
- To compile Property Statistics on a monthly basis for the Head of Housing.
- To monitor voids management and hand voids over to the operations team.
- Assist in the recruitment and induction of new staff and volunteers.

Delivering Equality

- Foster the equality, diversity and rights of others by ensuring people are respected and valued as individuals.
- Promote the rights and needs of people who use P3 services in the community.
- Work within the framework of P3's equality and diversity policy at all times.

Development

- Participate in staff meetings, supervision meetings, training, team development sessions and other meetings as required, reporting back to the team as appropriate.
- Undertake development activities as necessary and appropriate to the role.

Other

- Undertake such other duties appropriate to your role, as may be required from time to time.
- The employee may on occasions, and in necessary circumstances, be called upon to undertake work in other locations in order to ensure P3's commitments are fulfilled.
- Undertake all duties in accordance with all P3 policies and work towards their continuing development and implementation.
- This role is office based with regular travel in and around Gloucestershire, London and South Warwickshire. Occasional home working may be available with prior agreement from the line manager.

All job descriptions are subject to periodic review.

This job description covers the range of duties required. It is P3 policy to, wherever possible, reach agreement on changes, however if this is not possible, P3 reserves the right to change the job description in line with the needs of the organisation.

P3 - Person Specification

Property Manager

Values Must show significant commitment to and be able to articulately describe substantial examples of a proactive approach to;	Essential	Desirable
Recognise and value all aspects of diversity.	✓	
Personally committed to diversity, treating others with dignity and respect, and with a passion for our people and a commitment to our values.	✓	
Understanding of those who use our services being enabled to have greater opportunities to exercise their rights.	✓	
Understanding of and commitment to the importance of access to ongoing training, learning and development opportunities.	✓	

Experience Able to demonstrate experience of:	Essential	Desirable
Previous experience in a similar role.		✓

Knowledge and Understanding	Essential	Desirable
Must have a sound understanding of the needs of people who use our services.	✓	
An understanding of property market.	✓	
Some knowledge of leases and legal requirements.		✓

Skills and Abilities	Essential	Desirable
Able to work on own initiative.	✓	
Able to work as an integral member of a team.	✓	
Must be able to establish and maintain constructive relationships with a wide range of people including internal contacts and external agencies.	✓	
Must demonstrate effective interpersonal and communication skills, both verbally and in written formats.	✓	
Able to travel nationwide.	✓	
Must have ability to use e-mail, Microsoft Word, Excel and PowerPoint.	✓	

Qualifications	Essential	Desirable
There must be substantial evidence of commitment to personal and career development relevant to the post.	✓	
Full UK driving licence and access to a vehicle.	✓	