



JOB PROFILE: Estate Manager

Reporting to the Board of Directors of the Society (Trustees) & Heather Farm Limited (HFL), the successful applicant will replace the existing Estate Manager and be responsible for all aspects of active land management and for the management of Heather Farm.

The Society owns approximately 1,000 acres of land, the majority of which is common, and is visited by over 200,000 people each year.

HFL, which leases part of the area from the Society, is its trading subsidiary. HFL leases the majority of this space to four tenants. The most visible is the highly successful Heather Farm Café. There is also a gym, storage facilities for a local charity and an additional separate building let to Natural England.

The Estate Manager attends all meetings of the Society and HFL.

OVERALL OBJECTIVES

Estate Management

- Implement the public safety obligations required by the Society to meet statutory regulations, in particular Health & Safety considerations.
- Ensure appropriate, best practice habitat management for conservation and biodiversity of all designated areas.
- Manage the relationship with grant providers such as Natural England; prepare applications for funding and ensure compliance with their terms.
- Supervision of land management staff, contractors and volunteers.
- Production and implementation of land management plans.
- Assist the Board in promoting the Society and its aims and objectives within the wider community.

Heather Farm Limited is the trading subsidiary of the Society and leases space to four tenants. This role is responsible for maintaining these assets in good order.

- To ensure the smooth and safe running of Heather Farm for the visiting public and the Society's tenants and visitors. This includes the maintenance of the biomass heating system, the car park, the private drainage system, electrical supplies and all the other services and facilities; ensure the site complies with all current legislation including Health & Safety.
- Engage contractors when necessary for maintenance purposes
- Continue and maintain the good relations that exist with tenants
- Develop strategic plans for Heather Farm

2. MAIN RESPONSIBILITIES

- Provide regular and formal updates to the Board, written when required, plus ad hoc communications, to ensure that they are fully aware of progress and issues on the land and at Heather Farm; build a relationship with the Chair and other Trustees to engender credibility, trust and mutual respect.
- Provide clear and supportive leadership to direct staff reports (currently 1+); motivate and develop staff and set work programmes to enable goals to be met in the most effective manner.

In conjunction with the Senior Ranger, where appropriate:

- Develop and deliver realistic management programmes for the short, medium and longer term; each plan must fulfil the Society's obligations to its partners and enhance conservation and biodiversity
- Ensure that the Society's land management policies and objectives are implemented throughout the entire estate with particular regard to the safety of the public, whether they are users of the common, its neighbours, or users of adjacent public highways.
- Engage with the public who use the common and promote good access management policies. Maintain a high profile presence on the Society's land so that the public are aware of an active management regime and its purpose.
- Ensure that all trees and vegetation adjacent to the Highway are regularly inspected and maintained in a good condition or felled if appropriate in line with agreed management procedures.
- Maintain regular patrols of the Society's land in order to deal with the identification and removal of litter, fly tipping and abandoned cars, illegal camping or loitering, ensure dog & litter bin emptying; coordinate and facilitate access for our contractors, Woking Borough Council's contractors or volunteers.
- Advise Woking Borough Council of abandoned cars and assist the Board in securing likely prosecutions of fly tippers.
- Monitor "neighbour" encroachment and advise the Board where legal action may be required; make regular patrols of all boundaries and distribute information literature on the disposal of garden waste to residents where needed.
- Ensure that suitable contractors are engaged and managed, including obligations relating to Health and Safety, and that work is completed to agreed quotes and timescales.
- Develop, encourage and involve volunteers, volunteer teams,

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neighbouring communities, site users and the public in the care and management of the site.

- Develop and manage a programme for the summer grazing of appropriate areas of heathland and coordinate a grazing or mowing regime for the management of other meadows and grassland.
- Organise and ensure suitable out of hours cover for emergencies arising on the Society's land or at Heather Farm.

3. PERSONAL ATTRIBUTES

The successful candidate is likely to have the following experience and personal skills.

Experience

- proven knowledge and practical experience in relevant land management with particular knowledge and experience in the management of heathland habitats;
- sound ecological knowledge and nature conservation acquired through practical application and a relevant qualification;
- experience in leadership skills for managing staff, contractors and volunteers;
- previous experience developing, managing and controlling budgets and the ability to work to the budgets set by the Board and fund providers;
- a good understanding of relevant statutory legislation and regulations;
- some built property management experience, including liaison with tenants and the management of a commercial entity would be advantageous.

Personal Skills

- Excellent verbal and written communication skills; diplomacy, tact and credibility as a landlord and manager.
- An ability to create strong connections and networks with a range of people and organisations
- Professional with a high level of commitment, enthusiasm, initiative and a passion for nature
- The ability to work autonomously and in a group, both practically on the ground and at a strategic level liaising with the Board
- The ability to work with, motivate and lead a small team.
- IT skills utilizing Microsoft Office, numerate.
- A good general level of health & fitness applicable to the implementation of the role which involves both administrative, strategic and practical elements.

In order to be able to successfully fulfil this post, you will need a driving licence and live within an accessible distance of Horsell Common.

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