



Job Title: Properties Officer (Part time)

Reporting to: Rental Properties Manager

Location: The Elms, St Mary

Role Summary:

The Properties Team of the National Trust for Jersey is responsible for the care and maintenance of the Trust's portfolio of 36 heritage properties.

The Properties Officer will work alongside the wider Properties Team including the Rental Properties Manager, Clerk of Works, Joiner, Painter, and Properties Operative.

The Properties Officer will be responsible for scheduling planned and reactive maintenance across the Trust's portfolio and will ensure that compliance works are completed in line with rental legislation, including the management of landlord licences and associated documentation. The Properties Officer will be a key point of contact for managing communications with the Trust's tenants and liaising with relevant contractors to coordinate and oversee works.

The Properties Officer will also be responsible to administer the property management system, assisting with the roll out of a new software for the Trust, ensuring accurate record keeping of assets, services, repairs and warranty information.

Key Responsibilities:

- Assist in the roll out of the new Property Management System for the Trust and be responsible for its ongoing administration and upkeep.
- Record and create building asset records and planned maintenance schedules in line with manufacturer specifications and manuals.

- Identify and implement compliance upgrade works for tenanted properties in line with Jersey legislation and best practice guidance, including issuing relevant documentation to tenants.
- Prepare, review and issue risk assessments and health and safety permits, as required.
- Work with the Properties Team and external contractors to prioritise and schedule repairs and maintenance, and to update the Properties Management System with the new tasks, updates and completed works.
- Register warranties for all new installations and replacement assets and assist with project handovers from construction to the maintenance phase.
- Create, review and update building user manuals.
- Review maintenance and repair invoices
- Schedule and manage small project works.
- Assist the Rental Properties Manager in all aspects of administering the rental portfolio and the re-letting of properties.

Knowledge, Skills, Experience and Qualifications

Required:

- Experience within property management, facilities, construction or a related field.
- Excellent verbal and written communication skills, with strong IT skills including Microsoft Office (particularly Excel).
- Strong organisational skills and the ability to work on own initiative within a small team.
- An enthusiastic and motivated approach to work.
- Ability to work unsupervised and to effectively prioritise workload.
- Ability to communicate confidently with a wide range of stakeholders, including contractors, tenants, and the public.
- Ability to work calmly under pressure with a flexible and adaptive approach to a varied workload.

- Knowledge of safe working practices and a commitment to following the Trust's Health & Safety Policies
- A genuine interest in, and appreciation of, the work of the National Trust for Jersey and its objective to conserve the Island's historic buildings and natural beauty.
- Full clean driving licence

Advantageous:

- Experience of managing planned maintenance programmes, asset records or compliance registers would be highly beneficial.
- Understanding and appreciation of the principles of historic building repairs and listed planning parameters.
- Relevant experience, training or qualifications in health and safety, property management and building compliance.

Package and remuneration

- Competitive salary based on a 21-hour week
- 15 days paid holiday, increasing with length of service
- Some occasional weekend or after-hours work will be required as necessary
- TOIL based system for overtime worked
- Eligibility to join non-contributory pension scheme equivalent to 5% of salary upon completion of probation