



THE BERKELEY AND SPETCHLEY ESTATES

ESTATE ADMINISTRATOR

JOB OVERVIEW

AUGUST 2018

The Estates

The Berkeley & Spetchley Estates are two geographically separate Estates (one in Gloucestershire and one in Worcestershire) that are jointly owned by the Berkeley family. Largely comprising 10,000 acres of agricultural land, about 140 houses and cottages, two pubs, a hotel, various commercial properties and a Norman Castle (Berkeley) and Historic Gardens (Spetchley) both with wedding and visitor enterprises, the business is diverse but mainly property based.

It is an exciting time for the Estates. Changes implemented over the past 10-15 years have moved the businesses into a position of relative strength. There are still challenges ahead but the main enterprises are in good shape. As a result of this success, the future will see further changes as the Berkeley family, with their Trustees, look to capitalise on opportunities available to them.

A key aspect of both the current and future performance of the businesses is and will be an efficient Estate Office and the advertised role will be heavily involved in delivering that.

The Role

This role is based in the Estate Office at Berkeley and relates to the Berkeley Castle Estate.

Reporting to the Estate Secretary, the Estate Administrator will be responsible for supporting the Estate Secretary in all aspects of the administration and smooth running of the Estate Office. The Estate Secretary's role also includes the day to day management of the residential property portfolio on the Estate to include letting properties, dealing with maintenance enquiries and managing tenancy agreements and the Estate Administrator will assist with that.

Increasing levels of compliance, particularly with property businesses, require systems to be put in place and managed efficiently and the Estate Administrator will play a key role in this.

Alongside the Estate Secretary, the successful applicant will be the first port of call for any tenants with repair issues. Being able to remain calm and composed in this situation as well as being firm with respect to the Landlord's responsibilities is important. Those repairs then need to be reported to the Maintenance Manager and liaison with the Tenant maintained. Ordering materials, keeping a

variety of logs, schedules and diary notes relevant to this area including boiler maintenance schedules, five yearly painting schedules, electrical inspection routines, insurance details for contractors etc. are all a key part of the role.

In addition, the Estate Administrator will provide secretarial and administrative support including diary management where necessary to members of the Berkeley family and the Estate Director.

Berkeley Castle itself is a nationally renowned landmark and the Estate Office is based at the Castle. As a popular visitor destination, wedding venue and film location the Castle can be an exciting, busy and often distracting place to be. It is important that the applicant realises that this role will not be directly involved with the Castle business.

Skills & Attributes

The successful applicant will be efficient, organised and hard-working. They will need to communicate well with the wider Estate team.

To become a key member of the team the applicant will need to be able to demonstrate a willingness to roll up their sleeves and get involved with whatever area of the business they are asked to. Over the years we have built a small, committed team who are driven by a loyalty to the Berkeley family and an appreciation and understanding of the important role that Estates like Berkeley & Spetchley can and should play in their local areas. We work together well and get on with things. This sometimes requires going beyond the usual call of duty.

Good IT skills are expected in the usual areas of Outlook, Word and Excel. Training will be given in any other systems such as our straightforward Property Manager system. An ability to work with basic spreadsheets on Excel will be an advantage.

Fundamentally, we are looking for someone with the right work ethic to join our team and any training needs beyond the skills set out above will be provided

Terms

Hours - The core hours for the role are 9am to 5pm Monday to Friday.

Salary - The role of Estate Administrator attracts a gross salary of £18,000 per annum.

Pension - An auto-enrolment pension will be available to the applicant at the appropriate point in their employment.

Holiday - 22 days paid holiday during your first year of service in addition to the 8 Statutory Bank and Public holidays. The holiday entitlement in year two will increase to 25 days plus Bank Holidays.