



Scone Estates Estate Manager

Scone Estates is a 400-year-old family business situated in the heart of rural Perthshire. Committed to protecting and enhancing the natural, cultural, and economic environment, we are a forward-thinking diversified rural business comprising Farming, Forestry, Fishing, Property and Tourism enterprises. At the centre of the Estate is historic Scone Palace and Gardens, a 5-star rated heritage attraction.

A rare vacancy has arisen for an Estate Manager to provide management services across a range of rural property portfolios including residential, commercial, farming, forestry and sporting enterprises. The successful candidate will work closely with the CEO and owners and have significant responsibility, managing an in-house team as well as input into contract farming and forestry operations.

About you

The successful candidate will have:

- A proven track record in estate management with a minimum of 2 years PQE (MRICS or CAAV)
- An awareness of the importance of the environmental and social impact of the role, with a focus on sustainability
- Leadership skills to build and maintain good relationships with tenants, stakeholders and the wider the rural community
- The necessary enthusiasm, business expertise and vision to support the delivery of the growth of the business whilst respecting the unique nature of the Estate

Applicants must have current knowledge of the Scottish property system, legislation and policy. Strong IT skills and an understanding of health & safety are also essential for the role. You will be a team player with a personable approach to building and maintaining stakeholder relationships. An organised and methodical approach with good attention to detail is required. A full UK driving licence is essential for this role.

What we can offer

A unique environment and a challenging and rewarding role with the opportunity to contribute to the Estate's operational efficiency, and its long-term strategic direction. This is a challenging and rewarding role with significant responsibility offering excellent learning and development opportunities.

The package will include a competitive salary that will reflect experience, pension scheme and 34 days holiday.

For an informal discussion about the role please call Brian Stevenson on 01738 552300



Job Description for Estate Manager, Scone Estates

Job Title:	Estate Manager	Responsible to:	CEO
Main purpose of job:	Working as a member of the management team to provide Estate Management services across a range of rural property portfolios including residential, commercial, farming, forestry and sporting enterprises.		
Responsible for the following Staff: Property Admin, Maintenance Team, Sporting Team (Gamekeeping & River Ghillies). Supporting and developing the team to sustain performance.			
Main responsibilities include:			
<ul style="list-style-type: none">- Ensuring the efficient running of the Property & Game department through effective day to day management of resources- The negotiation of leases, licences, agreements and other rights over land and buildings, and ensuring the most economic return on property lettings- Undertaking lease renewals, rent reviews and valuations (preferably Red Book) of commercial, agricultural and residential premises and assets- Developing a programme of maintenance and improvement works through use of in-house Maintenance support and external Approved Contractors- Advising on property and sporting matters as required and liaising with outside bodies, authorities and agencies as necessary, including annual reporting (eg Game returns)- Day to day management of departmental budgets, adhering to internal finance processes- Effective management of land holdings; ensuring that terms and conditions for lettings are complied with- Establishing and managing a digital mapping system for the Estate, whether in-house or through use of third-party mapping providers- Liaising with landowners, tenants, contractors and working closely with other departments within the business- Taking an active role in the development and implementation of efficient 'best practice' internal systems and processes, optimising IT and other resources- Ensuring insurance information is kept up to date through regular communication with the Estate broker- General administrative work relating to the property and sporting portfolio- Building and maintaining good relationships with tenants and the rural community- Staying well informed on all issues affecting the countryside; keeping up to date with new regulations that are likely to affect land use- Working with sustainability, environmental and wildlife issues in mind at all times- Adhering to current Health & Safety legislation and best practice; taking care of yourself and others at all times- Fulfilling CPD requirements relevant to professional qualification to maintain currency of knowledge- Carrying out any other reasonable duties as instructed by the CEO or Mansfield Family			

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive.

Person Specification for Estate Manager, Scone Estates

FACTOR	ESSENTIAL (E) Or DESIRABLE (D)
<p>QUALIFICATIONS</p> <p>Relevant professional accreditation is required (MRICS desirable)</p> <p>RICS qualified</p> <p>RICS Registered Valuer</p> <p>CAAV qualified</p> <p>Residential Lettings Qualification (Propertymark / Letwell / NALS or equivalent)</p> <p>Full and clean UK driving licence</p> <p>A further or higher qualification in land/estate management or equivalent</p>	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>
<p>EXPERIENCE AND KNOWLEDGE</p> <p>Demonstrable practical experience of working in a similar role</p> <p>A good understanding of the Scottish property system, legislation and policy</p> <p>An understanding of finance and budgets along with a willingness to embrace new systems</p> <p>Up to date knowledge of the latest Health & Safety developments</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>SKILLS AND ABILITIES</p> <p>Influencing and negotiating skills; the ability to reconcile conflicting interests with tact and diplomacy whilst maintaining a commercial outlook</p> <p>Strong IT skills – flexibility across a number of software packages, with a good, working knowledge of Microsoft Office suite</p> <p>Ability to plan and manage priorities and respond to issues quickly and effectively; a problem-solver</p> <p>Strong attention to detail, being able to analyse and simplify detailed information, identifying and recording key elements</p> <p>Strong communication skills with the ability to build relationships with colleagues, tenants and contractors and other key stakeholders</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>PERSONAL QUALITIES</p> <p>Strong team player with a positive, proactive and flexible attitude, working collaboratively and consulting with others</p> <p>The ability to maintain the highest professional and ethical standards</p> <p>Self-starter who relishes challenges and strives for the best</p> <p>Confident, helpful and polite with professional manner and appearance</p> <p>Act as an ambassador and represent Scone Estates in a positive light</p> <p>A willingness to undertake any training required for the role</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>