



## Estates Co-ordinator

Full Time: 37.5 Hr Monday to Friday

Salary Band: £27,000 to £31,000 per annum

We are seeking a proactive and highly organised Estates Co-ordinator to join our Estates team in Central Milton Keynes.

### **JOB PURPOSE:**

To support the efficient management of our Central Milton Keynes estate operations. This role involves overseeing contract and lease co-ordination, compliance management and database maintenance to ensure the smooth running of the estate and maintained highest standards and customer service are maintained at all times by the team.

### **REPORTING TO:**

Estates Manager

### **PERSON SPECIFICATION**

#### Essential

- Excellent data management and reporting skills, with experience using Salesforce or similar systems
- Project Coordination and budget tracking experience
- The ability to understand the financial targets and to be able to spend/achieve income within those targets.
- A positive can-do attitude.
- Proven supervisory skills.
- Ability to juggle competing workloads to meet the demands of the post.
- Good written and oral communication skills
- Exceptional people skills and the ability to remain approachable and friendly to all sectors of the community.
- The ability to prioritise and delegate effectively whilst remaining calm and ensuring effective cross-team working.
- The ability to respond effectively to an emergency whilst remaining calm and focussed and ensuring all procedures are followed.

#### Desirable

- Experience in estates administration, property management or facilities management
- Knowledge and understanding of the Voluntary Community Sector and how the sector enhances the quality of life for individuals and groups.
- Knowledge of conference/meeting room hire and tenanted business units

### **JOB DESCRIPTION:**

#### **Estates & Lease Management**

- Coordinate estate priorities and ensure smooth operational delivery.

- Manage leasing coordination, voids management, and ensure necessary checks are completed.
- Oversee contract management, tenders, and contract renewals.
- Manage compliance requirements related to estates operations.
- Support show rounds, SBU (Small Business Unit) enquiries, and deal management.

#### **Data & Reporting**

- Maintain and update estates-related databases, including Salesforce.
- Manage SBU data and estates reporting, ensuring accuracy and efficiency.
- Oversee the tenant handbook and ensure its continuous improvement.

#### **Project & Budget Coordination**

- Support project management coordination and delivery of key estates projects.
- Track budgets, including conferencing and provide overall financial oversight.
- Manage funding applications and procurement of quotes.

#### **Project & Budget Coordination**

- Provide line management support to the Conference/Front of House (FOH) Team.
- Support the Estates Manager in delivering team objectives and targets.
- Oversee learning and development initiatives within the estates team.

#### **Safety & Security**

- Ensure site safety and security measures are adhered to and improved where necessary.
- Support in maintaining a safe working environment for tenants and staff.

If you are interested in this position, please send you CV and covering letter to Janet Stanford

Email: [Janet.Stanford@MKCommunityfoundation.co.uk](mailto:Janet.Stanford@MKCommunityfoundation.co.uk) by 5pm on the 30<sup>th</sup> April, 2025.