
Property Coordinator

Grade: 6

Directorate: Operations

Location: Slimbridge

Reporting to: Head of Asset Development and Management

Main function of post: To support site operations in managing our sites physical assets, ensuring compliance with relevant regulations and fiduciary responsibilities. The role will support Centre and Facilities Managers with property related activities such as surveys, planning applications, sourcing of contractors and rental collection. It will also act as coordinator on compliance requests and actions logs for insurance purposes.

Supervisory responsibilities: None.

Responsibilities of the post

1. To provide support to the Head of Capital Developments & Asset Management, as well as site colleagues, in the implementation of property-related maintenance and improvement projects, helping with planning submissions, sourcing contractors and coordinating tenders.
2. To manage WWT's calendar of compliance relating to property assets across our sites, ensuring that we are meeting all requirements of regulatory bodies, insurers and WWT's Health & Safety standards.
3. To support site facilities team in ensuring that our owned and leased property assets are maintained to a good standard, and compliant with our obligations as tenants at a number of sites
4. To support site teams in coordinating the sale of any property assets which may occur from time-to-time. This might involve sourcing of appropriate agents for valuations, surveys and sales processes.
5. To support site teams in renting available residential properties, liaising with external agents in securing tenants and administrating tenancy agreements with WWT's legal team.

6. To ensure that all rents payable by tenants is paid on time and that they are compliant with tenancy agreements. To support site teams with end-of-tenancy inspections and to act as a point of contact for tenants when issues arise.
7. To maintain WWT's property asset register, working with our legal team to ensure this is accurate for insurance purposes.
8. To support WWT's sustainability initiatives across all property assets, tracking learnings from improvements made across sites.
9. To take responsibility for WWT's Hire Car agreements with Enterprise Car rental, ensuring that the bookings portal is working effectively and raising issues in a timely manner with senior management.
10. To support the WWT legal team on property and vehicle insurance claims.
11. To ensure that you adhere to WWT's Data Protection policy and GDPR standards as an integral part of how you work.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: July 2025

Amended:

Person Specification

1. Qualifications

Essential:

- Educated to A- Level standard or equivalent experience in a property related environment
- Current driving licence as the ability to travel to other locations is essential

2. Experience

Essential:

- Experience of working in a property or facilities administration/coordination role, ideally in a multi-site environment
- Experience of working with finance and budgeting
- Experience of working in a compliance environment

Desirable:

- Experience of working with property agents
- Experience with residential property lettings, either directly or via external agents

3. Responsibility

Essential

- No direct expenditure budgets but required to coordinate income of up to £50,000 total across sites.

4. Creative Ability

Essential:

- Ability to think creatively when faced with problems, finding solutions and considering new or different ways of doing things.
- Ability to digest and interpret financial information
- Ability to understand basic legal documents, surveys and data.

5. Contact

Essential:

- Excellent communication skills

- Ability to work collaboratively with local Facilities Managers, Site Managers, Health & Safety and Sustainability colleagues across sites, as well as external agents and stakeholders

General Notes

This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post.