

## **Role Title: Assistant Asset Manager**

**Department: Property**

### **About the role:**

This role is primarily to support the Society in realising value from its land and property. It is a high profile, strategic role which will require you to juggle stakeholders both internally and externally.

### **What you'll be doing:**

You will be responsible for;

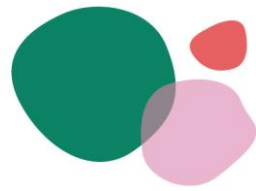
- Support the Asset Managers to deliver divestment programme.
- Assist in reviewing the Society's operational and non-operational property and to support on the development of a plan for every asset which will consider each trading business alongside the requirement to add value. This will be managed with support from the Property Leadership Team.
- You will manage and take ownership for the divestment 'tracker / project plan' so all stakeholders are regularly updated and key milestones are hit.
- You will lead on divestment meetings in terms of organising, taking next steps
- Support with writing and present compelling and clear governance papers
- You will manage and take ownership of the non-trade property portfolio tracker in conjunction with Property Management.
- You will be coached and directed by the Asset Managers to ensure legal titles are clean for sale.
- You understand the implications of legal clauses you will be agreeing in the sale contract
- You will follow up with third parties to ensure sale conditions are met.
- You will undertake site visits.
- You will communicate with sites to arrange inspections

You will support the Head of Property with project work as and when required.

### **About You:**

This is an ideal opportunity for an individual who has previous experience of the Mid Counties Cooperative, who has a strong desire to add value and problem solve

- Strong knowledge the Mid-Counties estate



- Has an interest in Property and debt reduction
- Experience of managing commercial partnerships
- Strong communication skills with a tenacity to hit tight deadlines
- Ability to asking for help and to identify and raise concerns/risk to projects in a timely manner.
- An intelligent and strategic approach to property
- Solid financial and commercial awareness to be able to drive income and improve asset performance
- Basic knowledge of lease management cycle, town planning, landlord and tenant law and contract law
- Good network of contacts within the Society and trading businesses.

**Scope:**

- Reports to: Asset Manager
- Budgetary Control: N/A.
- Key internal contacts are all internal departments and trading groups.
- Key external contacts are the Society suppliers.