

Job Description - Assistant Area Land Agent (PB4)

Job Summary

This is an exciting opportunity to join a skilled and collaborative team of surveyors and land agents in the country's largest land management organisation. Forestry England delivers for people, nature and the climate, and we are seeking a motivated and capable individual to undertake a diverse range of estate management responsibilities across a wide and varied landscape. The role will be based in Forestry England's central district.

The Estate team in the central district comprises two area land agents, a building surveyor, an estates work supervisor and estates administration officer. The central district covers a large area from Merseyside across to Lincolnshire and from Greater Manchester down to Northamptonshire. The portfolio comprises diverse woodlands and open habitats including ancient woodland, productive conifer and broadleaf forests, community woodlands on former brownfield land and 100 buildings.

As an Assistant Area Land Agent, you will play a key role within the central district team. You will provide professional support and advice to both the forest operations and recreation management teams, while also taking the lead in managing and negotiating a wide range of property-related agreements. These include new agreements and renewals covering commercial, agricultural and sporting work across Forestry England's freehold and leasehold estate.

The role also involves managing third-party liability claims in partnership with our legal advisers, completing RICS Red Book valuations for financial reporting, handling wayleaves and deeds of grant with utility providers and developers, and supporting tenders and leases for new recreation activities and development projects.

There will be opportunities to contribute to work in Biodiversity Net Gain and renewable energy.

You will sit on the management team within the district and use this role to inspire, encourage, challenge and develop leadership.

Key Responsibilities & Accountabilities

- Manage landlord and tenant relationships, ensuring timely and effective delivery of new lettings, rent reviews and lease renewals across commercial premises, recreation sites, residential properties, agricultural land and farms, telecoms sites and sporting agreements.
- Support the recreation team in managing existing tenants and assist with new tenders and leases linked to recreation activities and development opportunities.
- Investigate and safeguard Forestry England's interests concerning access rights, encroachments, boundary issues and third-party liability claims.
- Manage wayleave agreements, utility interactions and deeds of grant relating to access and services.
- Interpret leases from both landlord and tenant perspectives, providing sound professional advice to colleagues in forestry and recreation teams.
- Work with colleagues to support major development and investment projects, contributing to the long-term financial sustainability of the Estate.
- Undertake RICS Red Book valuations for financial and reporting purposes.
- Work with the building surveyors on Forestry England's property strategy including implementing strategic asset management plans.

And any other tasks, reasonably requested by your line manager.

Location-specific Information

Based at the Sherwood Pines office, near Mansfield with flexibility for blended working. The role will require travel throughout the wider district. In addition, overnight stays and long-distance travel will sometimes be required.

Skills, Knowledge & Experience

Essential professional and technical experience

- Demonstrable experience in mixed-use property management (commercial, residential and rural), including management of landlord and tenant relationships, and the negotiation of new agreements, rent reviews and lease renewals.
- Ability to analyse complex estate management challenges and develop pragmatic, detailed solutions.
- Competent IT user, with experience in the MS Office suite and GIS systems (full training will be provided on Forestry England's GIS platform.)
- Experience working within a team and in collaboration with external consultants.
- Strong conflict-resolution skills, with the ability to manage sensitive situations diplomatically.
- Strong written and verbal communication skills..

Desirable professional and technical experience

- Previous experience undertaking or assisting with RICS Red Book valuations across varied property types.
- Registered valuer or be working towards becoming a registered valuer.

Qualifications

Essential

Current membership of the Royal Institute of Chartered Surveyors (RICS) as either MRICS or AssocRICS (applicants who are not MRICS or AssocRICS will need to show that they are working towards taking their APC and have demonstrable experience)