

## Property Manager

We're looking for someone with a passion for property! Are you an experienced property manager looking for the next step in your career? We're looking for a focused and personable Property Manager to join our small friendly team at Bristol SU Lettings. We currently look after a portfolio of around 150 managed properties in and around Central Bristol and are excited to be able to create this new role within our growing team. You'll be based in our Clifton office and the role will be a mixture of desk based property admin and getting out to the properties to carry out routine inspections and check progress on repairs. You'll also be responsible for booking safety certificates and co-ordinating reactive and routine repairs to our properties. You'll also benefit from some great perks like 25 days holiday plus 8 University closure days and bank holiday and enhanced pension contributions.

### What's the job?

**Role:** Property Manager

**Hours:** 35 hours Monday – Friday 9am-5pm (we would consider part time for the right candidate)

**Salary:** £29,868 - £33,753 (starting at beginning of band)

**Contract:** Permanent

**Closing date:** Monday 27 November 2023, 5pm

### Who are we?

Part business, part charity, part membership body – Bristol SU is a seriously fun place to work. Our professional staff do something extraordinary every day: we support student leaders to give people a voice in their education, help people get the most out of their student experience and help people make the change they want in the world. We have over 26,000 members, 400 clubs and societies, a diverse range of professional services, and an innovative strategy that will help to create an inclusive and supportive University community.

### What will you bring?

- You'll have experience in the Property Industry and have a good knowledge of current housing act legislation
- You'll be able to work well in a busy environment and maintain professionalism under pressure
- You know how to build effective long lasting relationships with Landlords, Tenants and Contractors
- You're a skilled Property Manager experienced in arranging reactive and routine maintenance. You are able to organise and prioritise your own tasks.

### Why apply?

Because you're excited to make a difference!

We offer lots of great benefits including enhanced pay for parents taking maternity, adoption or shared parental leave, a competitive salary for the non-profit sector, a generous pension scheme and at least 40 days' holiday. We're committed to helping you achieve a healthy work-life balance through flexible working and are open to considering requests for part-time working. We provide professional training so that whatever your chosen field of work, with the right mix of challenge and support, you'll gain fantastic experience, and room to develop and advance your career.

We are proud to have been recognised through numerous accreditations and awards that demonstrate our commitment to creating a positive and supportive culture. We have appeared in the Inclusive Companies top 100 list and have won a number of awards for our commitment to diversity, including best Students' Union. We also won a Third Sector Excellence Award at the 2018 Investors in People Awards. No wonder 93% of our employees would recommend Bristol SU as a great place to work!

**Equality, Diversity and Inclusion are central to life at Bristol SU. We approach our work with positivity and celebrate our diverse and unique communities. Our people are proud of our values and care about creating diverse and supportive communities that are inclusive of age, disability, gender, identity, race, religion, sexual orientation and experience.**

**Be yourself, be proud of the work you do and build a career in a place that knows different is good.**

## **Key dates**

- Closing Date: Monday 27 November 2023, 5pm

**Please visit our website to download our Applicant pack for more information before submitting your application.**

For general enquiries, please contact us at [bristolsu-people@bristol.ac.uk](mailto:bristolsu-people@bristol.ac.uk).