



## Senior Lettings Coordinator

We are looking for a highly organised and self-motivated Senior Lettings Co-ordinator to join our small, friendly and fast-paced student lettings team. This is a hands-on, in-person role where you will manage the lettings pipeline from offer stage through to move-in, ensuring each let progresses smoothly and on time. Key responsibilities include drafting tenancy agreements, checking and chasing references, liaising with landlords and tenants, coordinating safety certificates and compliance paperwork, and ensuring all documentation is fully in order ahead of move-in. You will also assist with rent administration, handle day-to-day enquiries, and support with viewings during peak periods. The role requires excellent attention to detail, strong communication skills, and the ability to prioritise in a busy environment. Previous experience working in a lettings or estate agency is preferred. A driving licence and access to your own car are preferred but not essential.

### What's the job?

**Role:** Senior Lettings Coordinator

**Hours:** Either part-time (minimum 21 hours per week, with Friday required) or full-time (35 hours per week).

Full-time hours are 9:00–5:00, in person Monday to Friday. Occasional Saturdays (no more than 1–2 per year). Time off in lieu will be provided for any weekend work.

**Salary:** Part Time Salary (21 hours) - £18,509 / Full Time Salary (35 hours) - £30,848

**Contract:** Fixed Term – 12 months

**Closing date:** 22 April 2026, 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 working in a letting or estate agency
- You'll be able to organise your time and thrive in a busy friendly working environment
- You know how to build positive relationships with clients
- You're a skilled administrator with a high level of attention to detail

### 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 87% 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.**

**Bristol SU strives to have an inclusive culture and an environment for all, underpinned by respect and compassion, where everyone feels welcomed, included, supported, valued and safe. Bristol SU recognises that candidates from some backgrounds/ identities may face additional barriers throughout their careers and when applying for new roles across the sector. We are committed to taking positive action to expand the diversity of our staff team by offering two guaranteed interview schemes – a scheme for people of colour and a scheme for disabled people.**

**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: 22 April 2026, 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)