



# Duchy of Cornwall Estate

## Nansledan Project Administrator

### Lostwithiel

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### The Duchy of Cornwall Estate

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The Duchy of Cornwall Estate is a private estate, which funds the public, charitable and private activities of The Prince of Wales and his family. The Duchy consists of around 53,154 hectares of land in 24 counties, mostly in the South West of England.

The Duchy estate was created in 1337 by Edward III for his son and heir, Prince Edward, and its primary function was to provide him and future Princes of Wales with an income from its assets. A charter ruled that each future Duke of Cornwall would be the eldest surviving son of the Monarch and the heir to the throne.

The current Duke of Cornwall, HRH The Prince of Wales, is actively involved in running the Duchy and his philosophy is to improve the estate and pass it on to future Dukes in a stronger and better condition.

### Nansledan Project Administrator

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#### Main purpose of role

A new position has arisen for an experienced part-time administrator. The role involves providing coordinated secretarial and administrative support to the Nansledan Development Team. Nansledan is an extension to the Cornish coastal town of Newquay that embodies the principles of architecture and urban planning championed by HRH The Prince of Wales and which will eventually comprise a sustainable mixed use community of 4,000 homes.

#### Position

The post reports to the Project Manager and has no direct reports.

#### Scope of role

Managing correspondence, communications and diary appointments for the Nansledan Development Team. Receiving telephone calls and assisting to field calls to the Project Manager. Organising visits, meetings and events.

Assist the Project Manager and other team members with research by obtaining and tabulating data

Liaising with developers, contractors, and other staff members regarding the development on site wide issues such as allotments, trees, hedges, field not farmed, footpaths and any necessary licences and method/risk statements for carrying out these works.

Liaising with the Management Company to address resident issues and to log/manage any alteration requests and subsequent approvals.

Coordinating website updates

Typing (audio and written), filing and other general office administration. You may be asked to assist other members of staff from time to time including covering the absence of other team members.

Any other duties as required and directed in relation to the management of the development.

#### Limits of Authority

You will be responsible for day-to-day procedures to ensure the Team's workload is dealt with effectively and accurately and to time with or without reference to the Project Manager.

#### Relationships

You will need to work with and communicate effectively with others and establish positive working relationships at all levels within the various Duchy offices. Outside the Duchy you must deal professionally with tenants, contractors, industry professionals

and the general public. Cross-departmental working and communication is an essential part of the position

## **Reward package**

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The role will be part time, up to 14 hours per week until June 2018 where it will be reviewed and possibly increased to 21 hour per week.

The full time equivalent salary will be in the range of £20,000 to £24,000.

The Duchy will contribute 12% of salary into its group pension scheme.

You will be entitled to 25 days holiday, pro-rated, plus a pro rata entitlement of the 8 bank holidays for England and Wales.

The post is based at the Duchy's Restormel Estate Office, Lostwithiel, Cornwall. Although primarily office-based, site visits within Cornwall and office meetings in other Duchy offices may from time to time be required, either in company or unaccompanied. This position will be relocated to Nasledan in 2020 when a Duchy office is required on the site.

## **Person specifications**

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### **Education & qualifications**

Strong attention to detail is non-negotiable; you will be representing the Duchy and as such you will need to present yourself accordingly in all face to face, email and phone communication.

You will have previous experience working as an Administrator.

Excellent organisational and diary management skills.

Good initiative and the ability to work in a team and on one's own.

A knowledge of and interest in natural and build environments is desired but not essential.

Capacity to work under pressure, solve problems, meet deadlines, deliver accurate work, attend to detail and manage a busy workload with high productivity.

Experience, understanding and respect for dealing with confidential issues.

Have a systematic approach to problem solving and numeracy confident.

Strong IT expertise particularly in MS Office and are happy using its advanced features together with a willingness and aptitude to learn new IT and other new skills which may from time to time be required

### **Personal**

You are very tactful and totally discrete; organised and systematic; able to build positive working relationships at all levels and across a geographically disparate organisation; able to deal professionally with the public, tenants, contractors, industry professionals and auditors; precise and accurate in your work, with good self-checking; open to discussion, change and development; easy-going yet professional, self-directed and productive. You will have an interest in the countryside and an appreciation for working in a rural environment together with a willingness to support the Development Team and others in the work with various projects and initiatives on the Estates.

## **Recruitment process**

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Long listed candidates will be interviewed on 6<sup>th</sup>/7<sup>th</sup> November 2017. You will be required to undertake a range of assessments covering IT skills. For short listed candidates, second interviews will follow soon after. The starting date is by negotiation but as soon as possible after appointment.