



# Duchy of Cornwall

## Rural Estate Surveyor – Isles of Scilly

---

### The Duchy of Cornwall

---

The Duchy of Cornwall 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. 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.

### Rural Estate Surveyor

---

#### Main purpose of role

An opportunity has arisen for a 2 year fixed term contract for a Rural Estate Surveyor in the Duchy of Cornwall Estate's office in Isles of Scilly.

#### Position

Working as part of a dedicated small team responsible for managing the Duchy's interests in the Isles of Scilly, the role involves a broad range of professional estate management work reflective of the natural and built environment of Scilly.

#### Scope of role

The post reports to the Deputy Land Steward of the Isles of Scilly.

The role will be responsible for:

- Liaising with tenants and others on a variety of issues.
- Under-taking a range of rental and licence reviews of residential property, land and commercial property.
- Carrying out property inspections.
- Updating the property terrier.
- Identifying and resolving property maintenance and repair issues.
- Assisting with debtor management.
- Assist with woodland and environmental management
- Deal with the preparation of documentation re-letting properties and liaising with in-going and out-going tenants.
- Coordinate the Duchy's Health & Safety policy for the Isles of Scilly.
- Ad hoc project work.

It is envisaged that the successful candidate will either be a recently qualified Chartered Surveyor via the Rural pathway or have experience of working in an estate office, letting agency, or similar, seeking an opportunity within a busy and diverse working environment.

#### Relationships

You will need to work and communicate effectively with others and establish positive working relationships at all levels within the various Duchy offices. You must deal professionally with tenants, suppliers, staff and the general public and maintain a high level of tact and discretion.

## Reward package

---

The role will be full-time, 35 hours per week plus holiday cover where possible.

Salary will be in the range of £25,000 - £30,000 per annum, dependant on qualifications and experience.

You will be entitled to 25 days holiday plus bank holidays for England and Wales.

The Duchy will contribute 12% of basic pay into its group Stakeholder pension scheme.

## Person specifications

---

### Education, Experience & Qualifications

Essential:

- A professional property qualification such as MRICS or FAAV
- The ability to work both as part of a close knit team and autonomously
- Strong organisational skills, with a systematic approach to problem solving.
- Working within and understanding adopted health & safety policies

Desirable:

- Knowledge of building anatomy and identifying and resolving defects
- Experience of working within designated landscapes
- An understanding of woodland management and environmental schemes.
- Ability to build professional relationships at all levels

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.

### Personal

You will be an excellent communicator, being able to converse effectively with other members of the team

You are very tactful and totally discreet; organised and systematic; able to build positive working relationships at all levels and across the Duchy.

Able to deal professionally with tenants and suppliers; precise and accurate in your work, with good self-checking; open to discussion, change and development; easy-going yet professional, self-directed and productive; well organised and able to work under pressure at busy times

You will need to have a strong empathy with the objectives of the Duchy of Cornwall and the implementation of the Duchy's policies.

## Recruitment Process

---

Candidates are invited to submit their CV and covering letter to the Duchy of Cornwall Estate's Human Resources department at [recruitment@duchyofcornwall.org](mailto:recruitment@duchyofcornwall.org).

The position is expected to commence in mid-Summer 2018