



## Duchy of Cornwall Estate Development Administrator - Poundbury

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### The Duchy of Cornwall Estate

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 52,760 hectares of land in 23 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.

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.

### Development Administrator

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**Main purpose of role**

To provide administration support to the Development team.

**Position**

The post reports to the Poundbury Business Manager and has no direct reports.

**Scope of role**

The Development Administrator will be responsible for:

**Administration:**

- General administration duties including: minute taking, typing and filing
- Filing and accessing of information from both the paper and electronic archives to ensure easy access of historic data as and when necessary.
- Assisting with the continuing updating of the electronic filing including the photographic catalogue.
- Diary Management for the Estates Development Manager & Poundbury Project Manager
- Organising travel arrangements
- Compiling reports from raw data including financial matters, tenancy queries and Poundbury alterations & contraventions.
- Compilation of presentations
- Assisting with updates for the Poundbury website
- Supporting with media related enquires
- Dealing effectively with enquires and issues raised by residents and business owners
- Liaising with local authorities and other external agencies in relation to development site related issues.
- Supporting the management of tenancies including dealing with tenant queries, AST's and dilapidation checks, QUBE and liaison with Managing Agents & Marketing Agents.
- Assisting with the organisation of external events including hospitality on visits by HRH.

**Finance:**

Budget management and monitoring including:

- Invoice processing and dealing with invoice queries from external agencies and tenants
- The preparation of monthly reconciles

### **Reception:**

- Answering the telephone and front door
- Dealing with resident or Poundbury related matters
- Welcoming guests and visitors to the office and providing refreshments where necessary.
- Organising catering arrangements for visits and visitors to the office
- Making up gift bags for visiting guests
- Helping to ensure all meeting rooms are kept clean and tidy and ready for use at all times
- Making up of Duchy hampers for charity donations
- Flexibility to perform any other duties and tasks as required contributing effectively to the achievement of the business aims and objectives.

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

### **Reward Package**

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Full time 9.00am -5.00pm

Salary banding £22,000 - £26,000 per annum.

You will be entitled to an entitlement of 28 days holiday plus 8 bank holidays for England and Wales

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

Benefits Platform

### **Person specifications**

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### **Education, Experience & Qualifications**

#### **Essential**

- GCSE Level or equivalent such as ECDL in Information & Technology Science
- Excellent knowledge and experience of Microsoft Office Applications.

#### **Desirable**

- Experience of Budget Management and Administration duties including diary management and customer service.

Excellent written and verbal communication skills applied with tact and discretion.

Ability to work on own initiative.

Enthusiasm and keenness to progress administration & business skills through training courses

### **Personal**

You are very tactful and totally discreet; organised and systematic; able to build positive working relationships at all levels and across a geographically disparate organisation; precise and accurate in your work, with good self-checking; open to discussion, change and development; easy-going yet professional, self-directed and productive.