

VACANCY NOTICE – Estate Manager 2

Applications are invited for a full-time **Estate Manager 2** at the **NERFCA**. The post is based at **53 Old Elvet, Durham**.

The salary for the appointment is £36530 per annum with the option to join the CRFCA's pension scheme. This is a Career Average Revalued Earnings scheme (CARE) in which the employer contribution is 13% and the employee contribution 5%. The successful candidate will be entitled to 25 days' annual leave, plus bank holidays. Annual leave entitlement increases by 1 day per year up to 30 days; those with 5 years' prior service with HM Forces/OGD will start with 30 days' entitlement. This is equivalent to a Civil Service Grade SEO post.

Reporting to the Senior Estate Manager, the **Estate Manager 2** will work with industry partners and other stakeholders to support the assurance of the delivery of services to the Volunteer Estate for assets within their area of responsibility. This will include the oversight and support of all aspects of the delivery of day-to-day Hard and Soft FM services, contract and supplier management and the planning and assurance of the maintenance/minor works programme, acting as a point of contact to ensure customer needs are met. They will be expected to work closely with customers, industry partners, and other stakeholders in the planning, delivery and assurance of projects.

The **Estate Manager 2** will be expected to deputise for the Senior Estate Manager as required.

Hold or be willing to work towards full membership of relevant professional body or have equivalent relevant experience. Additionally, key skills for the role will include contract and relationship management.

The post holder will be subject to a security and/or **DBS check**. Two suitable references will also be required.

Application

Applications should be received no later than close of business on **28 March 2025** and be sent by email to **ne-finance@rfca.mod.uk**, marked **Estate Manager 2**

The shortlist of applicants called for interview will be notified as soon as possible after that date.

Interviews will be scheduled during the first two weeks of April 2025

Applications should comprise:

- A current CV.
- A short covering letter demonstrating how they meet the essential requirements of this job, including evidence of relevant professional accreditations / memberships, and why they consider themselves suitable for the position, indicating their interest and motivation to assume this role.