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Dated 17 Jan 2022

**JOB DESCRIPTION – ESTATE OFFICE ADMINISTRATOR – CHARLTON PARK ESTATE – MALMESBURY - WILTSHIRE**

**Job ID:** 000000002

**Date posted** 17/01/2023

**Location** Charlton Park Estate, England

**Company:** Charlton Park Estate

**Contact:** [john.winskill@charltonpark.estate](mailto:john.winskill@charltonpark.estate)

**Job Description:**

At Charlton Park Estate we are working hard to extend our services to increase tourism and visitors to this wonderful location, whilst remaining sensitive to the needs of the core Estate, its heritage and history. The heart of the Estate is the Estate Office, located in beautifully re-furnished stable block inside the gorgeous grounds. This is an exciting opportunity to join the office team and contribute to work that matters where diversity, equality and inclusion are shared values. We're committed to fostering an environment for every teammate that is welcoming, respectful and inclusive, with great opportunity for professional growth. Find your future with us at Charlton Park Estate.

Charlton Park has been in the possession of the Earls of Suffolk since the last years of the 16th Century. The Estate covers 4,500 acres and includes the Grade 1 listed Mansion, extensive and picturesque parkland, arable farmland, Cotswold stone period residential properties and a commercial business park. The beautiful parkland provides a fantastic setting for all events whilst retaining the privacy of the family home and grounds.

The Estate Office houses the core elements of the Estate team including Finance, Farm Manager, Estate Land Agent (*des*), Property Portfolio Lead and Director Projects.

The purpose of the role is to join this awesome team and deliver the Estate office administration function. Listed below are the main responsibilities in this dynamic and fast paced professional office environment:

- a. First point for contact to the Estate from outside the park – including local community, general public, events enquiries and our valued business partners and tenants.



- b. Day to day administration of the Estate office including providing of daily telephone and email coverage
- c. Responsibility for stationary management and office equipment procurement.
- d. Establishing and managing effective electronic filing of Estate correspondences.
- e. Delegated authority to organise and lead annual checks of Estate employee licences, personal farming qualifications and certificates,
- f. Fleet management of Estate vehicles (eg fuel expenditure, ensuring vehicles are taxed/MOT/serviced, staff driving licences and training standards.
- g. Staffing and issuing of Estate horse riding and walking permits, UNLEASHED dog walking centre management and short notice tasks as may be required.
- h. Organising and running Estate first aid kits, fire extinguishers and Protective Personal Equipment (PPE) stocks and inspection dates.

**Additional Duties:**

- Christmas Tree orders and instruct.
- Firewood orders and instruct.
- Fishing arrangements.
- WOMAD work as required.
- Management of the Estate Conference room.

Candidates must therefore have a strong organisational background – with a very detailed eye for delivery and focussed execution of your duties. The Estate is rapidly increasing in tempo and so a need to operate at speed without reducing quality will be essential. The Estate values include innovation at the heart of everything we do and so an entrepreneurial mind and an enthusiastic ability to think “out-of-the-box” would be highly desirable.

**Important information regarding this requisition:**

This requisition is for a locally hired position in the UK. Benefits and pay are determined at the local level.

**All information will be checked and verified.**

**Equal Opportunity Employer:**

Charlton Park Estate is an Equal Opportunity Employer. Employment decisions are made without regard to race, colour, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, genetic factors, military/veteran status or other characteristics protected by law.



**Essential Experience:**

- Proven track record of a similar role in office administration
- Excellent interpersonal skills
- Exceptional telephone manner
- Strong English in written and spoken form
- Possess strong skills in Microsoft products (Microsoft 365, Outlook, Word, Excel, Powerpoint).
- Full UK car driving licence.

**Desirable Experience**

- Knowledge of Health and Safety legislation (even at a basic level)
- Interest in public events and engagements
- Knowledge of Estate functions for landed Estates
- Possess some graphic skills or design media skills for the preparation of presentations, audio-visual product to provide presentation to both external and internal customers or colleagues.

**Experience Level**

Individual Contributor

**Contingent Upon Program Award**

No, this position is not contingent upon programme award

**Schedule**

Full time – 37.5 hours per week

**Salary**

From £20,500 to £23,950 depending on experience.

**Start Date:**

Immediate