

FFWPU UK Headquarters Vacancy: Business Manager (Property Portfolio)

Matthew Huish
October 24, 2018



FFWPU UK Headquarters in London are looking for an ambitious, enthusiastic, confident, experienced and highly organised individual to take on our newly created position of Business Manager to be responsible for the efficient direct management of the Charity's commercial and residential properties.

Job Title Business Manager (Property Portfolio)

Department FFWPU UK Headquarters

Reports to FFWPU Finance Committee

Work Schedule 37.5 hours per week

Due to the nature of this position, the post holder must have a flexible approach to working hours and weekend and bank holiday duties.

Location 43 Lancaster Gate, London W2 3NA

Salary £30,000 plus performance related annual bonus and potential subsidised accommodation

Possible Start Date 1 January 2019

Deadline for Application: 31 October 2018 – email CV to Chris Jones cjonesifa@gmail.com

[Read more click here to download the job and person description: Job Description Business Manager](#)



Family Federation for World Peace and Unification

43 Lancaster Gate, London W2 3NA, UK

Tel : 44 (0) 20 7723 0721

Email : hq@ffwpu.org.uk Website: www.um-uk.org

Job Description

Job Title	Business Manager (Property Portfolio)
Department	FFWPU UK Headquarters
Reports to	FFWPU Finance Committee
Work Schedule	37.5 hours per week Due to the nature of this position, the post holder must have a flexible approach to working hours and weekend & bank holiday duties.
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Salary	£30,000 plus performance related annual bonus & potential subsidised accommodation
Possible Start Date	1 January 2019

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Position Summary

We are looking for an ambitious, enthusiastic, confident, experienced and highly organised individual to take on our newly created position of Business Manager to be responsible for the efficient direct management of the Charity's commercial and residential properties.

Responsibilities and Duties

- Manage all aspects of the Charity's commercial and residential properties
- Develop business plans for the Charity's commercial and residential properties that meet the needs of our tenants and governing bodies
- Inspect and project manage maintenance and refurbishment of the Charity's properties to meet statutory and regulatory requirements and good practice standards
- Market vacant properties efficiently to maximise the occupancy rate
- Negotiate leases with customers / tenants and contracts with contractors in a timely, cost effective and professional manner
- Develop and maintain a positive and productive relationship with all tenants, on-site managers/staff and the Finance Committee (FC) to whom you report.
- Deal with issues of part payment, late payment and non-payment from tenants
- Manage expenditure budgets, including monitoring and reporting
- Achieve income targets set by the Charity and report as and when required to the FC and/or the Board of Trustees (BT)
- Develop and manage annual budgets incorporating long-term strategic planning to substantially and consistently improve net income levels from the property portfolio.
- Lead, manage and develop staff to include regular and structured assessments.
- We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.

Essential Qualifications, Experience and Skills

- Proven performance against commercial property targets and objectives
- Appreciation and understanding of the legislation and regulations affecting investment, property and land management



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- Knowledge and understanding of financial matters in relation to property and land management
- Strong project management skills with an ability to prioritise and meet tight deadlines
- Excellent research and assessment skills and an ability to develop creative solutions
- Strong conflict resolution, analytical and problem solving skills
- Excellent written and presentation skills
- Strong IT skills with a desire to continuously innovate and improve the usage and efficiency of our ICT

Desirable Qualifications, Experience and Skills

- Land and Property Management Degree & / or ARLA & / or NAEA Qualification
- Valid full UK Driving Licence

Personal Attributes

- Self-motivated, flexible, capable of multi-tasking, highly responsible and able to make decisions and analyse situations to determine actions
- Excellent and experienced communicator - able to network, negotiate, persuade and motivate others
- Empathy with the work of FFWPU UK

Job Dimensions

The post holder has line management responsibility for FFWPU UK employees and volunteers. He/she has budgetary responsibility.

Physical Demands, Work Environment and Travel Requirement

The physical demands and work environment characteristics described here are representative of those that must be met to successfully perform the essential functions of this job.

Physical Demands : While performing duties of this job, employee is required to stand; walk; sit; use hands to fingers, handle or feel or control objects; reach with hands or arms; and talk and hear.

Work Environment : The noise level in the work environment is usually moderate.

Travel Requirement : This post requires regular UK travel, which may involve some overnight stays.

Risk Management

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

As an employee of FFWPU UK, you are required to be risk aware, readily able to identify risks faced by you and by FFWPU UK in the course of your day-to-day employment. Where a new risk is identified, it is to be reported to your Line Manager.