

FFWPU UK: Job Opportunity - Property Manager - Lancaster Gate and London Properties

Michael Balcomb
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A new opportunity has arisen to be part of the FFWPU-UK team as a Property Manager! If you are interested, check out the job description and get in touch.

Hello, is it you we're looking for?

An opportunity has arisen to join FFWPU as a Property Manager to manage all property related matters at 43 - 44 Lancaster Gate, W2 3NA, and 11 Wontner Road, SW17 7QT, including building work and tenancies. The ideal candidate will have good, varied knowledge on general property, maintenance, letting, health and safety, surveying and building practices.

Please have a look at the Job Description here. If you have any questions, please feel free to email Sylvia on hr@ffwpu.org.uk

To apply, please email your CV and a short paragraph about why you think you would be the ideal candidate to hr@ffwpu.org.uk

The deadline for application is Friday, 3rd September 2021.

[Job Description - Property Manager - LG WR - 2021.08](#)



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.familyfed.co.uk

Job Description

Job Title	Property Manager
Department	Headquarters
Reports to	National Director
Work Schedule	35 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.
Location	43 – 44 Lancaster Gate, London W2 3NA
Annual Salary	£1,656.20 per month (to be reviewed after the completion of probation period)
Start Date	4 th October 2021 (Fixed-Term Contract for 12 months)

Deadline for Application : Friday, 3 September 2021

Position Summary

FFWPU is looking for a hard-working, organised, dependable and self-motivated individual to take on the position of Property Manager to be responsible for ensuring that properties both at 43 & 44 Lancaster Gate, London W2 3NA (LG) and 11 Wontner Road, London SW17 7QT (WR), are clean, attractive, well maintained, all facilities are in good working condition, and all areas are clutter-free. The post holder is also to help make sure that all properties are safe and secure for all employees, volunteers, tenants, visitors and guests.

The post holder also acts as lettings negotiator for properties both at LG and WR. He/she is responsible for all administrative and marketing aspects of timely and successful letting of these properties.

Responsibilities and Duties

Maintenance

- Ensure all properties both at LG and WR and outside areas are clean & tidy, aesthetically pleasing, well -maintained and in good working order
- Carry out minor repairs, e.g. changing light bulbs and re-decoration
- Assume responsibility for maintaining all properties both at LG and WR
- Make sure all safety certificates required by law and regulations are up to date
- Ensure all equipment, fixtures and fittings are in proper working order and compliance with standard operating procedures and safety standards
- Supervise and monitor all contracted maintenance services
- Identify areas needing specialised maintenance or repair and report such maintenance or repair to the Line Manager &/or any relevant FFWPU UK committees
- Schedule and perform weekly, monthly and quarterly maintenance projects
- Ensure the security of both properties at LG and WR and surrounding areas



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- Deal with emergency situations, vandalism or any other anti-social behaviour in both properties at LG and WR and surrounding areas
- Act as an out-of-hours emergency point of contact for our employees, volunteers, tenants, visitors and guests
- Undertake routine jobs that involves manual handling
- Take responsibility for volunteers who help with building maintenance

Lettings

- Ensure effective use of all marketing methods available to promote properties
- Arrange, attend and follow up viewings with file notes
- Receive and record all offers
- Negotiate and handling offers
- Inform the Line Manager &/or any relevant FFWPU UK committees of all progress / problems on a timely basis
- Remove properties from market when tenancy agreements have been signed
- Register and vet prospective tenants by collecting references and doing credit checks
- Compile and update property file
- Draw up tenancy agreements, collect and organise deposit and rent payments
- Ensure properties meet legal and health & safety requirements
- Complete check-ins & check-outs and prepare inventories
- Ensure My Deposit Scheme is up-to-date at all times
- Chase up all late payment for rent and issue invoices for late payment fines
- Handle any problems with both properties at LG and WR
- Keep up-to-date with changes in law related to lettings and act accordingly

- Prepare annual budget for approval
- Attend meetings as and when requested
- Demonstrate a positive, diverse and inclusive attitude to our employees, volunteers, tenants, visitors, guests, customers and contractors
- Any other duties as required by the Line Manager or Management, which are commensurate with the position, to help manage the efficient and timely operation of FFWPU UK

Essential Qualifications, Experience and Skills

- Knowledge of the methods, tools and practices used in the building, electrical and mechanical trades
- Knowledge of plumbing, electrical, construction and central heating equipment
- Knowledge of the occupational hazards and safety precautions of the trades involved
- The ability to detect defects in equipment
- Experience of preparing advertisement and producing photographs for marketing purposes
- Effective organisation and communication skills
- Excellent customer service, negotiation and persuasion skills
- The ability to work with employees and volunteers at all levels



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- The ability to use initiative and prioritise workload to meet targets and deadlines
- The ability to work well under pressure, whilst maintaining attention to detail
- The ability to pro-actively prepare efficient work schedules, plans and budgets in accordance with business needs
- The ability to follow instructions and work with little or no supervision
- Intermediate knowledge of Microsoft Office Suite and database systems

Desirable Qualifications, Experience and Skills

- Previous experience working in lettings & / or maintenance is an advantage
- Bachelor's or Master's Degree in Property Management or Law & / or ARLA & or NAEA Qualification or Membership
- Understanding of management of rent accounts and arrears collection process
- Experience of working in an office environment
- Experience of producing reports and statistics
- Valid full UK Driving Licence

Personal Attributes

- Self-motivated
- Confident and out-going manner to gain trust and give reassurance
- Commercial awareness
- Excellent team worker
- Determination, perseverance and patience
- Honesty and reliability
- Conscientious and methodical
- Strong commitment to high quality
- Empathy with the work of FFWPU UK

Job Dimensions

The post holder has no 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.



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

Travel Requirement : This post requires occasional 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.