



SHUTTLEWORTH



Beach Baker
Recruitment

Estates Manager
Candidate Information Pack

The Shuttleworth Trust is seeking a hands-on **Estates Manager** to take responsibility for the day-to-day management of its diverse and historic estate.

This is an **operational, delivery-focused role**, ideal for someone who enjoys being visible on site, working closely with people, and **taking ownership of a varied property portfolio**.

ABOUT THE ROLE

Following a period of transition, the Trust is in a strong financial and operational position and is now bringing estate management in-house. You will play a key part in maintaining the estate while also contributing to a number of significant capital and infrastructure projects planned for the coming years.

This role sits at Estate Management level, reporting into the senior leadership structure, with clear scope for progression into a Senior Management Team role as the position develops.





THE ESTATE

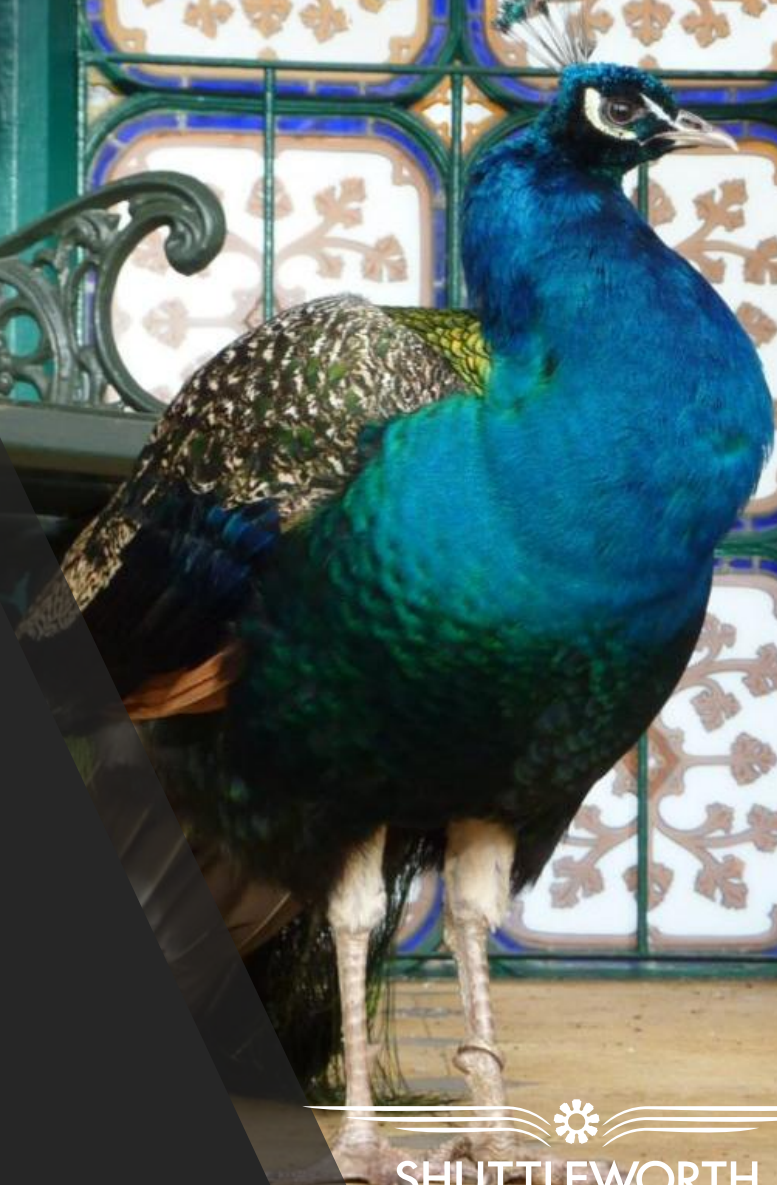
The Shuttleworth Estate is a mixed-use rural estate comprising:

- Around 70 residential properties (managed with an external agent)
- Commercial buildings, including aviation-related infrastructure
- Agricultural land with a mix of Farm Business Tenancies and traditional agreements
- The iconic Mansion House, Visitor Attraction, and Shuttleworth College
- An in-house Maintenance Team and Grounds Team, supported by a large and committed volunteer community

KEY RESPONSIBILITIES

As Estates Manager, you will:

- Oversee the day-to-day operation of the Estate across residential, commercial, and agricultural assets.
- Manage and coordinate repairs, maintenance, and refurbishment works.
- Specify, procure, and deliver building and infrastructure projects on time and within budget.
- Procure, manage, and monitor contractors, ensuring quality, value for money, and compliance.
- Lead, develop, and organise the Grounds and Maintenance teams, implementing effective preventative maintenance programmes.
- Act as the Trust's primary point of contact for tenants, managing relationships and resolving issues.
- Work closely with the external property management agent, particularly on residential matters.
- Introduce and maintain effective estate and property management systems.
- Support budgeting, cost control, and financial reporting for estate activities.
- Prepare clear and accurate reports for the Estate Committee and Board of Trustees.



ABOUT YOU

ESSENTIAL:

- Proven experience in estate or property management, or a closely related field.
- Strong background in coordinating property maintenance and works across multiple sites.
- Experience procuring and managing contractors.
- Sound budget management and cost-control skills.
- Highly organised, proactive, and solutions-focused.
- Confident communicator, able to engage with tenants, staff, volunteers, and trustees.
- A practical, hands-on approach with a regular on-site presence.
- Full, clean UK driving licence.

DESIRABLE:

- Professional qualification such as RICS, or working towards one.
- Experience managing rural or mixed-use estates.
- Experience leading maintenance or grounds teams.
- Familiarity with tenancy arrangements and working alongside managing agents.



WHY JOIN SHUTTLEWORTH?

- Be part of a unique and nationally significant estate with heritage, aviation, education, and visitor-facing elements
- Join an organisation that has successfully completed a major transition and is now financially stable and forward-looking
- Take ownership of a varied portfolio with real autonomy and influence
- Work alongside passionate staff and an exceptional volunteer community
- Clear opportunity for career development and progression
- Relocation assistance may be available for the right candidate



CONTACT US



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All third party and direct applications will be forwarded to Beach Baker Recruitment for review.