

Estate Manager

Location: Alconbury, Cambridgeshire, England, United Kingdom (On-site)

The Role

We're looking for someone who loves the challenge of shaping great places and making them work day-to-day. This role is all about looking after our estates and facilities, working closely with the Head of Estates and our existing Estate Manager to keep everything running smoothly.

You'll have a hand in everything from maintaining open spaces, managing early community facilities, and keeping buildings compliant, to supporting future planning and design decisions that will affect how these places are experienced for years to come.

It's a role that mixes strategy with hands-on problem solving. One day you might be reviewing a maintenance contract, the next meeting with local stakeholders or making sure health and safety measures are in place for a community event.

Key Responsibilities

- Helping to set and deliver estate management standards and policies, working with colleagues across development, project management, and sustainability.
- Supporting the management of property assets and infrastructure leases, renewals, fit-outs and making sure everything meets legal and agreed standards.
- Building strong relationships with stakeholders, including joint venture partners, landowners, managing agents, and community partners.
- Overseeing key contractors for security, landscaping, cleaning, and maintenance, making sure standards and budgets are met.
- Keeping accurate records and databases up to date, from property maps to compliance logs.
- Monitoring budgets for estate services and charges across commercial, residential, and agricultural areas.
- Supporting the management of early community facilities like cafés, gyms, and retail units.
- Coordinating health and safety across public and private spaces, including events and short-term activities.
- Working with insurers and sustainability teams to keep the estate well-protected, energy-efficient, and environmentally responsible.

Knowledge & Experience

- Experience in estate management, open space management, or property management.
- Knowledge of landscape and ecology management, ideally including BNG.
- Someone who understands property maintenance (electrical, mechanical, utilities) and can work confidently with consultants and managing agents.
- Financially savvy, budgeting and modelling won't faze you.
- A great communicator who's good at working with different stakeholders and finding solutions to complex issues.
- Highly organised, self-motivated, and comfortable managing your own time.
- A positive, proactive attitude and a commitment to doing things properly – with discretion when it's needed.

This is a varied role where no two days will look quite the same. If you enjoy taking responsibility, building strong relationships, and seeing the impact of your work on growing communities, you'll thrive here.

How to apply

Contact Andy Brading or HR for all applications.

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