



Job Description

Job title:	Estates Surveyor
Department:	St Aubyn Estates
Reports to:	Head of Land and Property

About St Aubyn Estates:

St Aubyn Estates has been part of the West Cornwall landscape for more than 650 years. It comprises 5,000 acres in total, including one of the most glorious stretches of the Southwest Coast Path between Porthgwarra and Nanjizal. Some 2,000 acres are farmed directly with the remaining agricultural land let to tenants. It also comprises of 180 acres of woodland, residential and commercial properties, holiday cottages and café.

At the heart of the Estate is St Michael's Mount, which is managed in partnership with the National Trust.

With a portfolio of this nature comes a significant maintenance obligation which over recent years has been coupled with an expansive programme of capital expenditure projects. The Estate's ability to deliver such is facilitated by its highly successful and award-winning in-house building operation, Cornish Heritage Builders.

As Estates Surveyor, you will assist the Head of Land and property in the management of all aspects of the diverse property portfolio, with a particular focus on the mainland Estate.

Responsibilities

- Assist in the day-to-day management of the land and property portfolio
- Act as ambassador within the local community to maintain and augment existing positive relationships.
- Support the Head of Land and Property with the implementation of Estate Management strategies.
- Drafting and overseeing residential, commercial, and agricultural tenancy arrangements.
- Management and reporting of estate-wide property compliance.
- Identifying opportunities to enhance income generation and capital returns.
- Diagnosing and resolving property maintenance and repair issues.

Duties

- Estate records and notices
- Insurances
- Property management
- Planning
- Rights, easements, wayleaves and covenants
- Owners' meetings
- Grants and subsidies
- Compliance and health and safety

Additional detail of tasks and responsibilities

This is intended to clarify the extent of the role but should not be seen as a definitive task list as the detailed control of estate management processes will, in itself, be your line manager's responsibility.

Estate records and notices

- To safely store, maintain and update the estate plans and records, register of Estate Deeds, leases and documents, including:
- Maintaining an up-to-date property assets register of the Estate.
- The drafting and service (necessary to protect the Owner's interests) and receipt of notices in connection with lettings, rent reviews and termination of tenancies, in consultation with the Owner's solicitors where necessary.
- Deal with any Tenancy event that may arise to include terminations, lettings, rent reviews and observance of contractual obligations on the part of both the Owner and Tenant or Third party in any joint venture, Share Farming or Contract farming situation.
- Prepare and keep relevant documentation of Estates meetings, together with a summary of action points detailing timing for each action point.
- Prepare and maintain a digital mapping record of the Estates ownerships.
- Maintaining the Estates property terrier system.

Insurances

- To liaise with insurance providers preparing and negotiating insurance claims, notifying changes to property, making sure all properties have adequate cover.

**Property
Management**

- To negotiate rent reviews and lease/tenancy renewals with existing tenants.
- To ensure all cottages are let as soon as they become vacant avoiding voids. Liaising with letting agents and applicants until check-in.
- To manage the negotiation of terms and document preparation for seasonal grazing licenses, tenancy succession applications, tenancy renewals and surrenders.
- The referring, instructing and liaising with the organisation's solicitors in respect of any of the above.
- To attend periodic meetings with tenants and promotes the fulfilment of tenancy obligations.
- Complete annual inspections and produce inspection reports across the let portfolio.
- Undertake inspections of vacant property.
- Advising on applications for assignment and other consents under the terms of lettings.
- To be assist in the preparation of schedules for dilapidations and routine maintenance (both proactive and reactive) and instructing contractors to carry out the work.
- Liaise with contractors working in the woodlands in-line with the woodland management plan.
- Liaise with estate agents and solicitors in the acquisition and disposal of property.
- Administer property compliance records.
- Prepare and manage Estate maintenance schedules.
- Provide assistance with budget preparation and ongoing financial awareness.
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Planning

- Liaising with relevant consultants and specialists in the preparation of planning applications.
- Attend meetings with local bodies to make representations on planning applications.
- Deal with any enforcement enquiries and action.

Owners' meetings

- Attend regular meetings with colleagues and stakeholders to represent the estate and give relevant updates where required.

**Grants and
Subsidies**

- Assist with preparation of and submission of applications for grants, subsidies and aid payments from Governmental and other organisations.
- Keep up to speed with the latest changes in subsidies and be alive to potential opportunities across the portfolio.

Requirements

- Strong technical competence across core areas of rural surveying
- Excellent communication skills, both written and oral
- Commercial awareness
- Provide a first class service to all our external and internal customers
- Be smart, polite and helpful at all times
- Be able to build lasting relationships with clients and colleagues
- MRICS qualification
- Full UK driving license
- One to Three years post qualification experience.

Remuneration

Attractive salary and benefits package on offer.

How to apply

- Closing date for applications: 30th June 2025
- Applications are to include a covering letter and CV to be sent to landandproperty@staubynestates.com
- The full Job Description can be accessed via our website <https://staubynestates.com/careers-and-apprenticeships/>