



# CLINTON DEVON ESTATES

## THE TRUSTEES OF CLINTON DEVON ESTATES

### JOB DESCRIPTION:

<b>Job title:</b>	Trainee Land Agent
<b>Accountable To:</b>	Estates Surveyor (East Devon) and in her absence the Head of Property and Land.
<b>Purpose of Post:</b>	To work under the supervision of and as part of the Property and Land team in the day-to-day management of the Clinton Devon Estates (located across East and North Devon) in support of the Estates' Surveyors, Heads of Departments in the running of in hand operations (farming, forestry, fisheries, game keeping) and the let estate (agricultural, residential, commercial and amenity properties).
<b>Salary:</b>	£19,500 per annum without accommodation
<b>Initial interviews:</b>	<b>Interviews will be held at Rolle Estate Office, East Budleigh, Devon, EX9 7BL on Thursday 8th December 2022. Closing dates for CVs and covering letters by 30<sup>th</sup> November 2022.</b>

*If you wish to discuss this position further with our current Harper Adams Graduate Land Agent please contact: Libby Baker on 07392 086613 or email [libby.baker@clintondevon.com](mailto:libby.baker@clintondevon.com)*

### Main Responsibilities:

The Trainee Land Agent will be responsible for the following duties:

- Enquiries: responding to enquiries by telephone, email and in writing for let property, and general enquiries; recording conversations and following up enquiries where necessary.
- Landlord and Tenant: Assisting with general enquiries from staff and tenants of the estate and undertaking rent reviews and new lettings at the request of the Property and Land Team; Liaising with the Buildings Supervisor and his team in the building department over general repairs, property renovation and timing of works; Carrying out photographic and written records of condition; Assisting with the calculation of insurance valuations.
- Residential / Commercial Lettings: Under the supervision and instruction of the Property and Land Team to assist with the re-letting of residential / commercial property on the estates, to include maintaining records of enquiries, inspecting properties to let and reporting on general repairs and maintenance requirements, preparation of letting particulars, advertising, arranging and attending viewings, selecting tenants for final interview with the Estates

Surveyors, assisting in the production of tenancy agreements, maps and records of condition.

- Environmental Schemes: working with the Estates' Surveyor to assist in the management of new and existing schemes. Occasionally giving assistance to tenant farmers with their Environmental Schemes where appropriate. The Trainee Land Agent may also be involved in the development of a new Environmental Agreements for the in-hand farms.
- Property Management System: Under the supervision of the Property and Land Team to update and develop the Estates' Property Management System, which is the vehicle used for collecting rents and recording repairs, expenditure etc.
- Insurance Recharges: Under the supervision of the Property and Land & Finance Teams, to assist in the measuring of properties to be insured and the subsequent calculation of premiums and annual recharges for individual properties.
- Digital Mapping: To assist the Property and Land Team in the preparation of digital maps for tenancy agreements, land sales or purchases and land registration.
- Projects/Events: Responsibility for assisting in the management of occasional events which vary from the annual showcasing event for local councillors to equestrian events.
- Agricultural: To undertake schedule of conditions of tenanted holdings (land and buildings) together with updating muniments packets to accurately identify and record Tenant's fixtures and Tenant's improvements.
- Development Land: To assist the Head of Property and Land and Estates Surveyors with identifying and taking forward to planning development sites on the Estate.

**To apply to this post please send your CV and a covering letter to Mrs Clare James, Estates Surveyor:** Rolle Estate Office, Bicton Arena, East Budleigh, Budleigh Salterton, Devon, EX9 7BL or [clare.james@clintondevon.com](mailto:clare.james@clintondevon.com)

For an informal pre-application chat please call Clare James on 01395 441150 or email her directly.