

Assets and Estates Manager – Northstowe Town Council (£42,708 - £45,718)

ADVERT

Introduction

Join the pioneering team at Northstowe Town Council to help shape the UK's first new town of the twenty-first century. As our Assets and Estates Manager, you will be at the forefront of developing and managing a dynamic portfolio of community assets. This role not only offers growth potential alongside the development of the town but also hands-on building management and community engagement opportunities.

Role Overview

Reporting directly to the Town Clerk and collaborating closely with dedicated Town Councillors, this position requires a proactive, innovative individual who thrives in a fast-paced environment. You will lead strategic initiatives to acquire, manage, and enhance various assets including buildings and green spaces, ensuring their alignment with the town's long-term strategic goals and their capacity to meet community needs.

Key Responsibilities:

- Strategically plan and execute the acquisition and transfer of community assets, ensuring timely submissions in line with South Cambridgeshire District Council's deadlines.
- Develop comprehensive business cases and manage asset portfolios to promote sustainable growth and community benefits.
- Oversee contract management, compliance, and maintenance across all town assets, ensuring efficient operation and regulatory adherence.
- Collaborate effectively with local government bodies, community groups, and other stakeholders to foster partnerships that enhance asset value.
- Manage the Unity Centre, once transferred to NTC, including opening and closing the centre as required, and undertake some maintenance tasks personally, where possible.

Desired Qualifications and Skills:

- Experience in asset or estates management, preferably within public sector or community-oriented organizations.

- Exceptional interpersonal and communication skills to manage diverse stakeholder relationships.
- Innovative and strategic thinking capabilities with a proven track record in project management and problem-solving.
- Commitment to ongoing professional development to stay abreast of industry practices and urban development trends.

What We Offer:

- A unique opportunity to lead the asset management strategy for a burgeoning new town.
- A dynamic role with increasing development opportunities as the town's asset portfolio expands.
- A collaborative, supportive work environment that values growth and innovation.

Application Process:

Candidates should submit an application form outlining their suitability for the role, their strategic vision for asset management in Northstowe, and their ability to meet the outlined challenges and opportunities. Please send applications to townclerk@northstowetowncouncil.gov.uk

Northstowe Town Council is seeking a visionary leader, not just an employee. If you are ready to make a profound impact in a community-focused, forward-thinking setting, we encourage you to apply for this vital role.

For a Job Description and Application Form, please visit the Vacancies page at the [Council website](https://www.northstowetowncouncil.gov.uk/) (<https://www.northstowetowncouncil.gov.uk/>), or contact the Town Clerk at townclerk@northstowetowncouncil.gov.uk or call 077245 88949.

Closing date for return of application form (sent by email to townclerk@northstowetowncouncil.gov.uk): 25th July 2025 (23:59 pm).
Interview date: TBC - likely to be in week beginning 4th of August.