

Job Title: Property Lettings Administrator	
Managed by: Chief Operating Officer	
Department(s): Property	Location: Waddesdon Manor
Salary: £16,800 – £18,000 per annum (FTE £28,000 – £30,000)	Contract Type: Permanent, 22.5 per week
Hours: A minimum of 22.5 hours per week (exclusive of breaks) Monday to Friday. Occasional weekend and evening work will be required, for which time will be taken in lieu. Hybrid requests considered, in order to meet the needs of the organisation and stakeholders 4 days (or the equivalent) on site is required.	

The Role:

We are seeking an experienced and flexible Property Letting Administrator to join the Rothschild Foundation Property Department. They will be responsible for the full lettings process from the initial tenant enquiry through to moving-in stage, and throughout the tenancy to exit, working closely with colleagues to ensure a smooth and efficient rental process.

What you will do:

This role involves the marketing and administration of available properties, coordinating property viewings, ensuring accurate referencing and documentation, oversight of rent collection, and management of the tenancy through to checkout process.

The Property Lettings Administrator will work collaboratively with colleagues across the property team, including the Maintenance Administrator, Property Systems and Data Lead, and Heads of Department.

Key responsibilities:

Lettings Administration

- Arrange marketing of available properties including photographs, floor plans, EPC's, creating brochures (where required), and external advertising which could include sign boards and flyers
- Instruct marketing of available properties coordinating with third party agencies where appropriate to ensure maximum rent is achieved
- Managing the key log for viewings by prospective tenants through an agreed process or platform detailing tenant feedback and level of progress
- Create Tenancy Packs for all available properties with support of the RF Marketing department, including but not limited to a set of documents/instructions/key information for a new tenant at the start of a lease
- Receive and consider offers from prospective tenants making recommendations ahead of any agreement to proceed
- Lead on and complete referencing checks for prospective tenants, utilising external credit agency companies
- Instruct the external inventory company to liaise with the tenant directly and undertake condition reports at the start and end of a tenancy, and on a periodic basis
- Liaise with the inhouse property solicitor to draft Assured Shorthold Tenancies Agreements for prospective tenants and manage the signature process
- Prepare market appraisals with external benchmarking support (rental valuations at the start or in the middle of a tenancy) to ensure rental levels are fair, reasonable and at market rate

Engagement & Communication

- Close coordination with Property System and Data Lead to ensure tenant records and all matters of compliance are up to date and accurate
- Close coordination with Maintenance Administrator to ensure all tenant enquiries on matters of maintenance are dealt with swiftly and appropriately
- Work closely with the Maintenance Administrator to quickly agree the level of works to be undertaken on a property once a lease expires and before a new one starts
- Close coordination with Finance department colleagues to ensure rent collection records are up to date and any arrears or issues are escalated immediately
- Close coordination with colleagues to manage annual rent reviews to ensure maximum rent is achieved per property
- Prepare and distribute updates regarding the property portfolio where required
- Provide annual leave or sickness cover for the Maintenance Administrator (this will be reciprocal)

You will be a great fit if:

You will be a highly organized individual who can rely on your methodical approach to solve problems throughout the lettings process, and within the Property department. It is important that you enjoy delivering excellent service and can communicate with a range of Rothschild Foundation staff and tenants. You will have experience in lettings or project coordination and be able to utilise your knowledge of property law and tenancy regulations accurately and confidently.

Your areas of knowledge and expertise that matter for this role:

Essential

- Experience in property management, lettings or project coordination
- Knowledge of property law and tenancy regulations
- Proactive problem-solving skills to identify and address challenges with initiative and resourcefulness
- Proficiency in Excel and PowerPoint to confidently utilise them for data analysis and creating professional presentations
- Positive and enthusiastic attitude to foster a collaborative and productive environment.
- Self-driven and eager to learn, actively seeking opportunities to learn, grow, and contribute with new ideas.
- Excellent written and oral communication skills to articulate ideas clearly and effectively
- Ability to thrive in autonomous work environments, demonstrating self-motivation and effective workload management

Desirable Skills

- Knowledge and experience of safe working practices, risk assessment requirements and Health and Safety legislation
- Knowledge and experience of working in historic or commercial properties
- Experience of SharePoint
- Good understanding of project management

Rewards for working with us:

- We are proud of where we work and want to share Waddesdon Manor with family and friends by offering a number of complimentary tickets to the house and grounds.
- **Waddesdon Discounts** – 50% discount in the food-to-go outlets at the Manor. 20% in the Manor gift shop and restaurant, Stables Café, Five Arrows Hotel, and The Bow Pub. 20% discount on special event tickets made available to staff.
- **Staff Card** – A National Trust staff card entitles two adults and children under 18 years of age free admission to all National Trust properties and 20% discount in

NT retail and catering outlets.

- **Annual Leave** – On starting with us, you will receive 25 days annual leave per year plus 8 public holidays pro-rata. Stay with us for 3 years and this rises to 28 days, 30 days after five years and 32 days after 10 years.
- **Sick pay** – If you become ill, one week of sick pay during your first 3 months. This rises to a maximum of 3 months full pay within a rolling 12-month period. After four years you also receive a further 3 months at half pay in the rolling 12-month period.
- **Pension** – We will top up your pension by matching any contribution you make, up to 10% of your basic salary.
- **Income Protection** – on completing one year of continuous service, income protection may be available at 50% of basic salary for a maximum of 5 years.
- **Life Assurance** – a lump sum of 4 times basically annual salary is payable upon death in service.
- **Flexible & Hybrid Working** – we encourage departments to manage their own way of working to suit the workload and nature of the work. We recommend a minimum of 3 days a week on-site.
- **Long Service Awards** – every 5 years of service, you are invited to a celebration to recognise your contribution to the organisation. A cash sum is awarded as a thank you.
- **Mental Health and Wellbeing Support** – access to a wellbeing platform and fully funded 1:1 counselling service.
- **Enhanced Maternity Pay** – after 12 months of continuous service, you can choose 13 weeks of maternity leave at full pay followed by 26 weeks statutory pay.
- **Enhanced Paternity Pay** – after 12 months of continuous service, you may take 3 months of paternity leave at full pay.
- **Eye Care** – eye care vouchers for employees who are DSE users.
- **Flu Jabs** – free flu jabs in October.
- **Travel** – Cycle to Work Scheme, Season Ticket Loan for train or bus, Octopus Electric Vehicle Scheme.
- **Deposit Loan Scheme** – financial support to go towards a private rental deposit.
- **Access to Perk at Work** – access to exclusive discounts from hundreds of retailers, and up to 55% off cinema tickets.
- **Memberships** – 20% discount on new Nuffield gym memberships. 15% off Hartwell Spa Memberships and treatments, and 15% off food in the restaurant.

Workplace adjustments

We work closely with employees to help them work at their best, including making adjustments such as flexible working, compressed hours, providing equipment or changes to the workplace, where possible.

EDI

At the Rothschild Foundation, we place Equality, Inclusion and Diversity at the core of our values. We strive to be an organisation that actively addresses inequality and prejudice while fostering a truly anti-racist culture. Our approach is centered on meaningful and equitable support and development for you and others throughout your time with us. We

are committed to providing an environment free from discrimination, where every team member feels valued, respected and has a true sense of belonging.

Application

The vacancy advert may be taken down from job boards earlier than the stated deadline if a high standard of applications is received.

We welcome applications from everyone and particularly encourage applications from people from an ethnic minority background, and people with a disability to help us achieve a balanced representation in our workforce, especially at senior grades.

To reduce bias in our shortlisting process, we operate an anonymized application process.

All candidates invited to interview have the opportunity to request adjustments to the recruitment process when scheduling your interview, for example accessible parking, communication support or breaks.

To apply, **please send a current CV and covering letter** explaining how your experience and skills match those outlined above to application@waddesdon.org.uk.

Closing Date: midnight, Sunday 12 April 2026

Interview Date: Provisionally held for 27 and 28 April 2026

If you apply for this role and are selected to interview, here is what you can expect:

- In-person interview with Chief Operating Officer, and Maintenance Administrator