

Cork Simon Community: Property Asset Manager (Maternity Cover) (<https://www.activelink.ie/node/109069>)



Property Asset Manager – Maternity Cover

Cork Simon Community works in solidarity with men and women who are homeless in Cork, offering housing and support in their journey back to independent living. We promote a socially just society and campaign for a society without homelessness.

The Community works to a set of six core values: Community, Diversity, Social Justice, Voluntarism, Commitment to Care and Inclusion.

Cork Simon Community are currently seeking applications for the post of Property Asset Manager:

Cork Simon Community is Cork's largest homeless charity. Our goal is to prevent and end homelessness in Cork by helping people to access affordable housing and, at the same time, support people to address the many challenges and difficulties that may have contributed to them becoming homeless. We believe that everyone should have fair access to safe, secure and affordable housing.

We are an Approved Housing Body with a property portfolio of approximately 160 properties, located in Cork city and county, Kerry and the South East region. The portfolio consists of a wide variety of property types, including private residential dwellings, multi unit residential developments, shared housing accommodation, offices, and storage units. We are significantly increasing our portfolio of housing stock in Cork, Kerry and the South East region, and are seeking a Property Asset Manager to join our management team on a 12 month fixed term contract.

Purpose of the post:

The primary responsibility of the role will be to ensure the Housing and Property assets across Cork, the South East and Co. Kerry are in good condition, well maintained and provide safe and quality housing and workspaces for tenants, service participants and staff. To assume responsibility for the asset management plan and ensure compliance with Housing Regulation.

Some of the key duties of the roles include:

- The role involves managing the existing portfolio of properties by ensuring compliance with regulatory standards, maintaining the property asset database, overseeing the asset management plan, and analysing asset data to plan and deliver work programs. The objective is to maximize the portfolio's potential by increasing occupancy rates and utilizing rent supplement schemes.
- Property acquisition is another critical responsibility, which includes identifying and sourcing new property opportunities, managing the acquisition process from start to finish, and ensuring high-quality, value-for-money accommodation. This involves financial modelling, funding applications, and developing partnerships with local authorities and other organizations.
- Property maintenance duties require maintaining high standards for the housing portfolio, overseeing the in-house maintenance team, tracking and reporting maintenance works, and ensuring efficient procurement practices. This also includes supervising contractors and collaborating with the Facilities Manager on emergency shelter maintenance.
- Overseeing tenancy management involves supervising the Tenancy Management Team Leader, implementing policies on rent collection, void properties, inspections, and complaint handling, and ensuring quick turnaround of vacant

properties. Additionally, it involves monitoring tenant satisfaction, maximizing rental income, and overseeing the tenancy management budget.

- Additional duties include representing the community in relevant sub-committees, supporting new and existing projects, providing high-quality tenant services, and adhering to health and safety, safeguarding, equality, diversity, and data protection procedures.

The ideal candidate for this post will have:

- Professional Qualifications and Experience: Must have relevant qualifications in property-related disciplines (e.g., SCSI/RICS accreditation) and at least 3 years of senior-level experience in development, acquisitions, property, or tenancy management roles.
- Management and Supervisory Skills: Should have experience supervising performance and processes, managing financials, overseeing property management and on-site works, procuring contracts for maintenance, and managing health and safety.
- Sector-Specific Expertise: Needs experience in the social housing sector, including tenancy management, RTB guidelines, handling complaints and breaches of tenancy, drafting notices, and knowledge of Landlord and Tenant legislation.
- Technical and Legal Expertise: Must have knowledge of contract procurement and administration, building regulations, construction law, and health and safety compliance, with the ability to manage multiple projects simultaneously.
- Management and Organizational Skills: Should possess strong supervisory skills, excellent organizational abilities, and the capability to anticipate, prevent, and resolve problems, as well as effectively plan and prioritize workload.
- Communication and Analytical Skills: Requires excellent written and oral communication skills, proficiency in MS Office applications, and the ability to provide expert property advice, make informed decisions, and develop long-term property management plans

The Recruitment Pack for the role is attached below or from our website www.corksion.com/work-with-us (<http://www.corksion.com/work-with-us>) or can be requested by e-mail from recruit@corksion.com (<mailto:recruit@corksion.com>) or by telephone [085 874 3435](tel:0858743435) (tel:0858743435).

For informal enquiries about the role please contact Ursula Galvin, Head of HR, Governance & Compliance on [087 2120141](tel:0872120141) (tel:0872120141) / Melissa Clancy Head of Property Asset Management on [087 957 3233](tel:0879573233) (tel:0879573233).

In order to apply for the job, please complete the job application form available on Cork Simon's website or send us your CV with Cover Letter!

The closing date for receipt of CVs is **Monday, 8th July 2024 at 5pm.**

Cork Simon Community is committed to equality of opportunity

Region

Cork

Date Entered/Updated

20th Jun, 2024

Expiry Date

8th Jul, 2024

Attachment	Size
Recruitment Pack_Property Asset Manager_June 2024.pdf	365.25 KB
Application Form - Property Asset Manager.pdf	1.39 MB

Source URL: <https://www.activelink.ie/vacancies/community/109069-cork-simon-community-property-asset-manager-maternity-cover>