

About us...

Lincolnshire



Lincolnshire Co-op is a long-standing, community-focused organisation proud to serve the people of Lincolnshire and surrounding counties. Our Support Centre, based in Lincoln, is the operational heart of our business. It's home to a range of specialist teams who work behind the scenes to support our front-line colleagues and ensure we deliver exceptional service across all our trading areas.

Essential Information – what you need to know

Job purpose:

- Managing and maintaining the Society's property portfolio to ensure optimal performance and compliance.
- Delivering accurate property advice, lettings, inspections, and valuations to support business objectives.
- Assisting in the strategic development of property assets, ensuring long-term value and alignment with organisational goals.

You'll report to:

- Head of Property Asset Management

Your hours:

- 37.5 hours per week (FTE)

Your relationships:

- Colleagues within the Finance and Property Team.
- Colleagues within the Trading Areas including Food, Travel and Funerals among others.
- Colleagues within the wider organisation which include Marketing, IT, People Operations, Health, Safety and Security, Talent Acquisition, etc.
- Customers and suppliers at all levels.

What you'll bring to us:

- RICS membership and a relevant degree-level qualification in Property or Surveying.
- Proven property management experience across commercial and residential portfolios.
- Knowledge of landlord and tenant law, health and safety, and compliance requirements.
- Strong communication, organisational, and time management skills.
- Proficiency in Office 365 applications (Outlook, Word, Excel, etc.).
- Professionalism, discretion, and a proactive approach to problem-solving.
- Full driving licence with access to a vehicle insured for business use.



Providing and
supporting
valued services



Helping to
grow the
local economy



Caring for our
health and
wellbeing



Looking after
our local
environment

Together we are

Your Purpose – I will contribute to my team and the Society's ongoing success in this role by...

Your duties and
responsibilities:

- Liaising with tenants, contractors, and property agents to maintain positive working relationships.
- Ensuring properties are maintained in a safe, compliant, and suitable condition for current and future use.
- Managing lettings, assignments, alterations, rent reviews, and lease renewals effectively.
- Reporting on property matters, including lettings, inspections, repairs, rent reviews, lease renewals, and dilapidations.
- Assisting with day-to-day property portfolio management, supporting the Property Team in achieving operational objectives.
- Ensuring compliance with relevant legislation, regulations, and health and safety requirements.
- Creating and maintaining accurate and up-to-date property records.
- Carrying out property inspections to monitor condition, compliance, and suitability.
- Producing service charge budgets, year-end reconciliations, and liaising with Accounts colleagues to support accurate financial reporting.
- Supporting property-related projects and initiatives, including refurbishment, redevelopment, or sustainability improvements.
- Providing professional advice to colleagues and stakeholders on property management and compliance matters.
- Maintaining GDPR compliance and confidentiality in all property-related dealings.
- Managing priorities effectively to meet deadlines in a fast-paced environment.
- Assisting in the preparation and review of lease agreements, contracts, and legal documentation.
- Monitoring market conditions, rental trends, and property values to support strategic decision-making.
- Co-ordinating repairs, maintenance schedules, and contractor activities to minimise disruption and maximise property performance.
- Identifying opportunities for property improvements, cost savings, and asset optimisation.
- Contributing to the planning and delivery of property acquisitions, disposals, and redevelopment projects.
- Supporting the implementation of sustainability initiatives, including energy efficiency, environmental compliance, and responsible sourcing of materials.
- Advising on risk management, insurance, and health and safety compliance across the property portfolio.



- Trustworthy – we do what we say we'll do and trust others to deliver to the best of their ability
- Helpful - we support and challenge each other collaboratively, no matter the role or level.
- Respectful - we listen to other views and opinions with consideration and celebrate differences.
- Inspiring - we role model what good looks like and lead by example to be better.
- Valued - we recognise achievements and appreciate everyone's contributions.
- Empowered - we listen and encourage each other to take opportunities.

Your Approach – how you will contribute to your team and the Society's ongoing success in this role.

I will be trustworthy by:

- Maintaining confidentiality in all property and tenant matters.
- Delivering accurate reports and advice in line with Society standards.
- Following legal and regulatory requirements consistently.
- Demonstrating reliability and integrity in every property-related task.

I will be helpful by:

- Supporting colleagues with property and tenancy enquiries.
- Providing clear guidance to tenants, contractors, and stakeholders.
- Collaborating to solve issues efficiently and professionally.
- Offering proactive assistance to improve property processes.

I will be respectful by:

- Listening carefully to tenants, colleagues, and contractors.
- Treating all individuals with courtesy and professionalism.
- Acknowledging differing perspectives in property management.
- Valuing the contributions of all team members.

I will inspire others by:

- Role-modelling high standards of professionalism and service.
- Encouraging proactive problem-solving and initiative.
- Promoting best practice in property management and compliance.
- Leading by example in accuracy, diligence, and stakeholder engagement.

I will value people by:

- Recognising the efforts of colleagues and stakeholders.
- Appreciating positive engagement with tenants and contractors.
- Acknowledging successes in property management and project delivery.
- Contributing positively to the team's culture and outcomes.

I will empower others by:

- Taking initiative to identify and resolve property issues.
- Proposing improvements to processes, reporting, and compliance.
- Building confidence in handling complex property matters.
- Encouraging colleagues to share ideas and contribute to solutions.