

Job Description

Leases and Licences Officer

Team: Executive

Reporting to: CEO

Location: Home/Harbour Office

Employment Type: Part-Time/Flexible

Duration: Permanent

Hours per week: 22.5 hrs (flexible)

Salary Pay Band: Grade 9 (scp 25-28) £36,363- £39,152 (pro-rata)

Annual Leave: 35 days (pro rata) inclusive of bank holidays

Primary Purpose

Responsible for CHC lease and licenses portfolio

Job Summary

- Oversee land and marine leases and licenses and land use agreements to ensure all are maintained in a timely and compliant manner.
- Manage lease and license negotiations, renewals and reviews
- Ensure that leases and licences are compliant with Conservancy policies and decisions and meet time frames for renewal and review.

Key Responsibilities

- Communicate with tenants, relevant staff, external agencies, authorities and professional/legal advisers as appropriate.
- Lead the negotiation, drafting and management of leases, licences, and related property agreements.
- Develop and maintain accurate records of all leases, licences and property transactions including updating of Property Terrier.
- Draft Heads of Terms for approval, compile reports for presentation to FRAG/CHC Board.
- Carry out rent reviews and ensure ongoing lease and licence compliance.
- Build and maintain strong relationships with tenants, landlords, agents and external advisors.
- Support the development of estate strategies, policies and procedures relating to leasing and licensing.

Other

- To undertake any other reasonable duties or tasks as directed by the CEO.

- To familiarise yourself with, and comply with all CHC policies, procedures and codes of conduct at all times.
- To comply with all health and safety policies and procedures, take reasonable care of your own health and that of others and report hazards, incidents and unsafe practices in accordance with the safety management system.
- Accountable for assigned budget lines, including budget monitoring and raising purchase orders in accordance with financial regulations.
- To drive forward a positive culture of continuous improvement.

Location and Working Pattern

- Working primarily from home and attending meetings at the Harbour Office, Itchenor and offsite locations as required by the role.

Person Specification

Essential

- 5+ years relevant estate/ property management experience.
- Understanding of lease and license processes.
- Ability to interpret and draft lease clauses and renewal terms.
- Knowledge of property law and land use regulations and compliance requirements.
- Strong organisational skills and the ability to manage multiple lease events and deadlines.
- Excellent attention to detail.
- Excellent communication and stakeholder management skills.
- Capable problem solving and decision making.

Desirable

- Relevant legal background or experience.
- Estate management experience.
- Knowledge of Chichester Harbour and maritime awareness

Reporting Structure

- Reports to: CEO
- Reports on: No direct reports

Benefits

- Employee benefits scheme
- Local benefits.
- Local government pension scheme