

Job Description

Position:	Head of Asset Management
Reports to:	Director of Property & Investment
Grade:	G

About Us:

We are a mission-driven charity dedicated to improving lives through exceptional housing and property services. Our teams manage a diverse property portfolio with care, foresight, and social purpose. We are now seeking a dynamic and experienced Asset Manager to join our Property & Investment team and lead the ongoing development of our homes and infrastructure.

Overall purpose of the role:

As our Asset Manager, you will play a key role in shaping and delivering our five-year Asset Management Strategy. You'll ensure the integrity, safety, and long-term value of our property portfolio which includes sheltered and extra care housing and care homes, through proactive planning, innovative thinking, and effective leadership. You'll oversee all our capital investment programmes, including major repairs, our extensive retrofit programme and contribute to the sustainability and resilience of our homes.

Key Responsibilities:

- Lead the delivery and evolution of our Asset Management Strategy to align with the corporate strategy.
- Manage and develop a team of surveyors, energy assessor and retrofit team fostering a high-performance culture.
- Maintain accurate stock condition data to inform strategic decision-making and investment planning.
- Design and implement planned maintenance, and major works programmes, ensuring compliance and best value.
- Commission and evaluate stock option appraisals models to optimise asset performance.
- Oversee procurement processes and contractor performance and management for major works and ad hoc projects, ensuring that residents are engaged at key stages.
- Control a capital works budget, ensuring financial efficiency, delivery programming and robust reporting.
- Embed sustainability and energy efficiency considerations into asset plans and upgrades.
- Collaborate with the Health and Safety Manager to ensure all properties meet statutory safety standards and regulatory requirements.
- Keep up to date with industry regulations, legislative changes, and sector best practices.
- Prepare high-quality reports and present findings to senior leadership, Trustees, resident groups and stakeholders.

No role profile can be entirely comprehensive, and the post holder will be expected to carry out such activities that are required and are broadly consistent with the above role profile.

Knowledge, experience and behaviours:

Qualifications & Experience	<ul style="list-style-type: none">• Professional qualification in Surveying (e.g., RICS, CIOB or equivalent).• Proven track record in asset management, property investment, or capital works planning.• Strong experience managing diverse property portfolios and delivering capital projects.• Technical knowledge of building construction, repair, and maintenance in residential, care home or supported housing settings.• Experience of working in a highly regulated environment such as social housing and care.• Expertise in contract management and procurement of major capital programmes.• Strong financial and analytical skills, including experience with stock appraisals and modelling and the use of data to inform investment priorities.
Skills & Personal Qualities	<ul style="list-style-type: none">• A confident leader who builds trust and inspires high-performing teams.• Excellent communication and stakeholder management skills.• Analytical mindset with the ability to translate data into actionable strategies.• Collaborative, adaptable, and committed to continuous improvement.• Passionate about making a social impact through quality housing and property stewardship.

Why Join Us?

- Be part of a purpose-led organisation committed to community wellbeing and sustainability.
- Work in a supportive environment that values innovation, accountability, and inclusion.
- Enjoy flexible working arrangements and opportunities for professional development.