

Labour Party Job Description

Job Title: Property Manager

Responsible to: Chief Finance Officer

Location: Hybrid/Remote, with occasional travel to properties, meetings or adviser offices as required

Key Purpose: The Property Manager will provide specialist advice and case leadership to support LPP's property strategy and its approach to supporting Constituency Labour Parties (CLPs). Reporting to the Chief Finance Officer, the postholder will act as the principal point of contact for property matters, establish the facts, assess urgency and risk, identify the correct route for action and manage each case through to resolution.

The role will support CLPs with property sales and other disposals, potential acquisitions, and the negotiation, renewal or variation of rental leases. This includes assets owned, held in trust or managed through Labour Party Properties Ltd (LPP) or Labour Party Nominees Ltd (LPN), as well as premises that the Party or a CLP may wish to occupy. The postholder will provide practical guidance and manage cases through the required professional-adviser and governance stages, while formal decisions remain with the relevant directors, trustees, the NEC, CLP officers or other authorised decision-makers.

Specific Responsibilities:

Property strategy, CLP liaison and case management

1. Provide advice and expertise to the Chief Finance Officer and LPP/LPN directors on property priorities, recurring themes and the approach to supporting CLPs.
2. Act as the principal point of contact for CLP property enquiries, clarify the outcome sought and manage cases through agreed next steps and timescales.
3. Assess urgency, value and legal, regulatory, safety or reputational risk; establish ownership, occupation, local responsibilities and required approvals.
4. Maintain a central case log and provide concise reporting on progress, risks, delays, adviser costs, decisions required and emerging themes.

Property acquisitions, disposals and leases

1. Lead the coordination of acquisitions, sales, disposals, transfers, surrenders and new, renewed or varied leases, particularly for CLP-linked property.

2. Confirm the legal owner or contracting party, trust or beneficial interests and the written authority required before any external commitment.
3. Coordinate proportionate business cases and due diligence covering rationale, use, affordability, funding, costs, tax advice, valuation, condition, title, searches, planning and compliance.
4. Support negotiations with agents, surveyors, valuers and solicitors on marketing, offers and lease terms, including rent, service charges, repairs, insurance, breaks, security of tenure and dilapidations.
5. Track instructions, fees, approvals, negotiations, legal milestones and completion actions, escalating material changes, risks or delays promptly.

Property compliance, condition and risk

1. Apply sound knowledge of property health and safety and landlord or tenant obligations, referring specialist conclusions to qualified advisers.
2. Check relevant records for fire, asbestos, gas, electrical and water safety, energy performance, accessibility, insurance, inspections and significant repairs.
3. Record and escalate missing, expired or concerning evidence and coordinate proportionate advice or remedial action with the responsible party.
4. Maintain practical guidance and flag safeguarding, security, vacancy, unauthorised occupation and business-continuity risks.

Professional advisers and stakeholder liaison

1. Prepare approved, factual instructions and supporting documents for legal advisers, surveyors, valuers and agents.
2. Coordinate CLPs, internal stakeholders and advisers, recording advice and translating it into clear actions without presenting legal, valuation, tax or safety conclusions as the postholder's own.
3. Monitor scope, fees, deliverables and timescales, escalating potential overruns, changes or delays before further commitments are made.
4. Build constructive relationships with local volunteers and handle long-standing property interests and sensitive governance issues appropriately.

Governance, records and service improvement

1. Apply delegated authorities, procurement rules, conflicts procedures and approval routes, maintaining a clear audit trail.
2. Handle sensitive and privileged material securely and maintain orderly property and transaction files.
3. Use case trends to improve property strategy, processes, guidance, standard correspondence, management information and preventative compliance activity.
4. Undertake other closely related property management duties appropriate to the role and its limited weekly hours.

Labour Party Person Specification

Values

- A commitment to the Labour Party's codes of conduct, mission and values, as set out in its constitutional documents.
- Strong personal commitment to equality, diversity, and inclusion.
- Highly collaborative behaviour, able to build strong working relationships internally and externally in a complex stakeholder environment.
- Ability to work consistently to high professional standards including to accuracy, honesty, quality, and evidence.
- Commitment to a positive learning culture of feedback and continuous improvement.
- Creative and open to new ways of working including digital transformation, participatory methods and co-creation of solutions with those most affected.

Knowledge

- Substantial practical knowledge of the UK property market and experience of disposals, acquisitions, agency, valuation, leases and conveyancing processes.
- Working knowledge of property-related health and safety and landlord compliance, with the judgement to identify gaps and seek specialist advice.

Experience

- Experience of leading a varied property caseload, prioritising risk, maintaining accurate records and progressing complex matters through to closure.
- Experience of instructing and managing solicitors, surveyors, valuers, estate agents or other professional advisers, including scope, cost and delivery.
- A relevant property, surveying, estate management, facilities, legal or health-and-safety qualification.
- A relevant property, surveying, estate management, facilities, legal or health-and-safety qualification.

Skills / Ability

- Clear written and verbal communication, including the ability to explain processes to non-specialists and handle sensitive or contested matters calmly.
- Strong judgement, discretion and awareness of approval, delegated-authority, confidentiality and data-protection requirements.
- Able to operate independently and credibly at manager level within limited hours, manage competing deadlines and provide concise exception-based reporting.
- Able to turn case evidence and recurring issues into strategic advice, practical guidance and service improvements; diplomatic and confident in challenging unmanaged risk or unauthorised action.
- A demonstrable commitment to integrity, equality, inclusion and responsible stewardship of Party assets.