



WOODHALL
ESTATE

CANDIDATE PACK



In House Property Manager

An exciting opening within our Property Department at Woodhall Estate.

INTRODUCTION TO WOODHALL ESTATE

Woodhall Estate has been part of the Abel Smith family for more than 200 years. Over a thousand people live, work or learn on this thriving estate which encompasses parks, farms and woodlands, historic properties, wildflower meadows, rivers, wetlands and pastures.

We're proud of Woodhall Estates heritage, protective of its landscapes and personally invested in the future of the Estate and its diverse communities.

Woodhall Estate is steeped in history, but we're far from stuck in the past. Every decision we make strives to respect the legacy of this beautiful place, while keeping it flourishing in the 21st century.



WELCOME FROM THOMAS

Thank you for your interest in joining the Woodhall Estate team. Since stepping into this role of leading my family business, I have had the pleasure of working alongside dedicated and talented staff to lead Woodhall Estate into an exciting future.

Woodhall Estate is a modern, forward-thinking organisation rooted in community, learning, conservation, and sustainability. Together, we're advancing a shared strategy that unites our diverse business divisions, team, partners, and our core communities to create a meaningful impact that goes well beyond land management, anchoring our work in respect, responsibility, and care for both the environment and each other. This is the foundation of a truly sustainable future.

At the heart of Woodhall Estate is a unique community spirit where everyone's contributions matter. Our sense of togetherness empowers each of us to thrive. While we may have expansive grounds and exceptional facilities, it's our people and purpose that set us apart.

We are currently seeking an In House Property Manager to join the property division and play a key, customer-facing role, responsible for the management and delivery of all residential and commercial lettings, property management, and maintenance coordination involving over 200 properties.

The role will suit an individual with a desire to work in an entrepreneurial family business, with a strong attention to detail and a team player.

I hope that as you read through this candidate pack, you'll get a true sense of who we are and consider joining us on this exciting journey.

Warm regards,

Thomas Abel Smith



OUR PURPOSE

To be a vibrant, balanced and enduring environment for both nature and people.



OUR VALUES

PROFESSIONALISM

We work with precision, prudence and positivity, and we give it our all.

PEOPLE

We value personal relationships and our generosity of welcome.

PROBITY

We live by strong moral principles, honesty and decency.

PERSPECTIVE

We always keep the bigger picture and Woodhall Estate's long legacy in mind.



OUR ROOTS

Our Roots represent our family business's legacy and impact over two centuries, and they continue to underpin all that we do today.

COMMUNITY

We strive to beat the heart of our core communities, fostering and maintaining a special relationship with them.

LEARNING

Following family tradition, we continue to be founders and hosts to a range of educational settings.

CONSERVATION

From outstanding nature and spectacular countryside, to historic buildings, we are here to conserve and protect our heritage.

SUSTAINABILITY

We strive to ensure a sustainable environment and business to meet the challenges of the next century.

7,000
ACRES

OF DIVERSE ENGLISH
COUNTRYSIDE

1,000+

PEOPLE LIVING, WORKING &
LEARNING OVER THE ESTATE

180+

CAREFULLY MAINTAINED
AND MANAGED BUILDINGS

20

BUSINESSES

2

SCHOOLS
(+1 NOT-FOR-PROFIT FOREST
SCHOOL)



AT WOODHALL ESTATE



4,500 TONS

OF CEREALS AND OILSEEDS
HARVESTED ANNUALLY BY THE ESTATE

THE EQUIVALENT OF

375

FULLY LOADED DOUBLE-
DECKER BUSES.

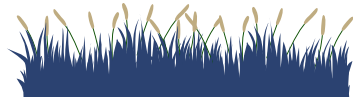
LANDMARK RESTORATION OF THE
RARE CHALK STREAM RIVER BEANE

2.5KM

FURTHER WORK HAS CREATED

13.5 ACRES

OF NEW WETLAND HABITAT



1 MILLION

TREES MANAGED ACROSS THE ESTATE

100,000+

NEW TREES PLANTED IN THE PAST
DECADE

55+KM

OF PUBLIC PATHS,
CONNECTING PEOPLE
WITH NATURE

150KM

OF HEDGEROWS, PROVIDING
HABITATS FOR WILDLIFE

EXPLORE THE ESTATE





JOB DESCRIPTION

Job Title: In House Property Manager

Location: Woodhall Estate, Woodhall Park, Watton-at-Stone, Hertford, SG14 3NE

Hours: Full time (37.5 hours per week) or reduced for the right candidate

Reporting to: Head of Property

Salary Range: £38,000 to £40,000 (pro-rated to hours)

Job Summary

This role will suit an individual who is highly professional with a desire to work in an entrepreneurial family-business. As Property Manager, you will work in-house for Woodhall's property division and play a key client-side, customer facing role, responsible for the management and delivery of all residential and commercial lettings, property management, and maintenance coordination involving over 200 properties.

Tenant satisfaction and retention are central to our aims, as we strive to foster personal and long-term relationships with our tenants. The ideal candidate will be a details orientated team player who upholds the highest standards and excels at building strong relationships with people.

MAIN RESPONSIBILITIES

Key Responsibilities

Reporting to, and in collaboration with, the Head of Property, the In House Property Manager will be responsible for the following duties for a wide range of properties. This list is intended to serve as a guide and is non-exhaustive:

Lettings, Renewals, Terminations and Tenant Liaison

- Prepare letting particulars for available properties.
- Coordinate and undertake viewings, oversee applications, references, statutory checks, lease negotiations, deposit handling and records of condition (supported by the Property Portfolio Coordinator).
- Arrange appropriate lease and licence agreements.
- Ensure that all properties, marketing and tenancies are compliant with appropriate legislation and contractual obligations.
- Carry out pre-tenancy checks and oversee the preparation of all documentation.
- Carry out lease renewals and re-negotiations.
- Carry out end of tenancy procedures.
- Carry out inventories and other start of tenancy procedures.
- Promote a high standard of tenant liaison and satisfaction.
- Resolve queries and requests from tenants.

Property Inspections & Rent Reviews

- Negotiate rent reviews in a professional and consistent manner, conducting market research and maintaining comparables.
- Utilise all property management systems to ensure property and tenant information is properly stored.
- Ensure contractual and legislative compliance across the portfolio and that compliance records are up to date (supported by the Property Portfolio Coordinator).
- Conduct boundary inspections, referring to estate maps and the land registry, to ensure the integrity of the Estate's boundaries.



Property Maintenance

- Ensure that all jobs are properly recorded and updated on the system (supported by Property Portfolio Coordinator).
- Liaise with the Estate's Buildings & Facilities Team and external contractors to arrange works.
- Arrange planned maintenance and compliance work.
- Take responsibility for oversight of all residential property/tenant data on our property management software.
- Monitor and ensure all relevant statutory compliance.
- Liaise with external agents when engaged for specific matters.
- Provide a forward thinking and bespoke service to our occupants to ensure that retention rates remain high and that the Estate upholds an exemplary reputation.
- Collate meter readings across the estate where required.

Essential attributes

- Residential property/lettings management experience, or equivalent considered.
- Knowledge and understanding of practical application of all legislation, regulations, procedures and professional best practice relating to residential property and lettings management or a willingness to learn.
- Effective communication, meticulous record-keeping, strong organisational skills and a focus on continually striving for high standards of service, quality and productivity.
- Experience in managing residential tenancies.
- Good negotiating skills.
- Discretion, accountability, strong verbal and written communication skills.
- A positive approach and the ability to prioritise and overcome challenges.
- A good understanding and working knowledge of Microsoft Office applications.
- A current driving licence.

Desirable attributes

- Experience of working on a rural estate.
- Experience in the use of property management software systems.



WORKING CONDITIONS

- Based in a rural office with the requirement to visit off-site properties (driving will either be in the individual's own car, whereby mileage will be paid, or in an estate vehicle).



WHAT'S IN IT FOR YOU?

Aside from the remuneration package previously outlined, the estate offers generous employment policies and we champion professional development and learning. We welcome ambitious candidates who are seeking new skills that will contribute to the business and our culture of high performance.

- ✓ Be part of a creative, friendly & tight-knit team
 - ✓ Work in the stunning Hertfordshire countryside
 - ✓ Lots of opportunities to learn, grow, and progress in your career
 - ✓ Earn an abundance of benefits outlined below
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Competitive Salary



7% Employer's Pension Contribution



Salary Sacrifice Scheme



Private Medical Insurance



Life Assurance Cover



25 Days Leave + A Day Off For Your Birthday



Enhanced maternity, shared parental & adoption policies



Your Own Desk In Estate Office & Free Parking



40% off Nuffield Health Gyms & Hushle



24/7 Private GP Service via Video Call



Therapies, Dentist & Optician Cashback



Counselling, wellbeing, legal & financial help



Exclusive access to Estate grounds outside of work



Regular Team Socials & Annual Parties



Discounts for Woodhall Venue Hire



Generous recruitment referral bonus

Full details will be made in an Offer of Employment to the successful candidate. Please note that some of the benefits above are contractual and others non-contractual subject to change from time-to-time.

Some are not relevant to every role, e.g. desk in the Estate Office.

EQUAL OPPORTUNITIES

Woodhall Estate is committed to the principle of equal opportunities in employment and equal pay for work of the same or similar nature or work of equal value. Woodhall Estate declares its opposition to any form of less favourable treatment or financial reward, whether through direct or indirect discrimination, harassment, victimisation or segregation accorded to the employees or job applicants, on the grounds of their race, religious beliefs, political opinions, creed, colour, ethnic origin, nationality, marital/parental status, sex, sexual orientation or physical or mental disabilities.

Woodhall Estate similarly declares its opposition to any form of less favourable treatment accorded to employees or job applicants on the grounds of non job-related handicaps and unfair discrimination on grounds of age.



HOW TO APPLY

Unless you have been approached by one of our appointed recruitment agents, please apply to us directly at recruitment@woodhallestate.co.uk with your covering letter and CV.

All job offers are conditional upon satisfactory references (including confirmation of the candidate's current salary), as well as a satisfactory PeopleCheck DBS clearance under our procedure.

Applications close: 10th May 2026

1st Stage Interviews: w/c 18th May 2026

2nd Stage Interviews: w/c 25th May 2026

3rd Stage Interviews: w/c 1st June 2026



www.woodhallestate.co.uk