

JOB DESCRIPTION	
Job Title:	Land Agent
Department:	Agriculture
Reporting line:	Head of Agriculture
Role description	
As a Land Agent you will be confident dealing with clients and capable of taking ownership of your own portfolio and workload. You will ideally have professional experience in land agency, rural estate management or agricultural property, and be able to demonstrate a practical understanding of landlord and tenant matters, rent reviews and the management of rural estates. You will be commercially aware, highly organised and comfortable managing multiple priorities. Excellent communication skills are essential, as you will regularly deal with landlords, tenants, clients, contractors and external organisations.	
Key responsibilities	
• Support the Senior Land Agent/Head of Agriculture with a wide range of agricultural and rural property matters. • Take responsibility for a portfolio of rural estates, acting as a key point of contact for landlords and tenants. • Manage landlord and tenant queries and resolve day-to-day estate management issues. • Carry out rent reviews, assessing relevant market evidence and benchmarks, making recommendations to the Senior Land Agent / Head of Agriculture and facilitating discussions between landlords and tenants. • Oversee rent collection and arrears management, ensuring payments are made promptly and issues are followed up. • Advise clients on relevant agricultural and rural government grants and liaise with organisations including Natural England and the Rural Payments Agency. • Complete and assist with grant applications and chase outstanding grant payments. • Accurately prepare and maintain land and property mapping using Pro Map / LandApp. • Assist with agricultural client accounts, including reviewing statements, checking invoices and bills, supporting quarter-end accounts preparation and producing reports. • Monitor annual grazing agreements and update documentation as required. • Liaise with contractors to arrange repairs and maintenance across rural estates. • Project manage a range of specialist and ad hoc rural property projects on behalf of clients. • Provide professional and practical advice to clients on rural estate and land management matters. • Work closely with the Senior Land Agent / Head of Agriculture and wider Agriculture Department to deliver a high standard of client service.	
Skills, Knowledge and Experience	
• RICS qualified – this is an essential requirement for the role.	

- Relevant professional experience as a Land Agent, Rural Surveyor or in a closely related rural property role.
- Demonstrable experience of working with rural estates, agricultural property and/or land management.
- Good understanding of landlord and tenant matters.
- Experience dealing directly with clients and other stakeholders.
- Ability to manage your own portfolio of work and take responsibility for delivering projects and tasks to deadlines.
- Excellent written and verbal communication skills, with a confident and professional telephone manner.
- Excellent customer service and relationship management skills.
- Strong IT skills, including Microsoft Office.
- Excellent organisational skills and the ability to multitask effectively.
- Highly self-motivated, conscientious and able to work on your own initiative.
- Strong attention to detail and the ability to remain calm and effective under pressure.

Desirable Experience & Qualifications

- CAAV qualification.
- Experience of rent reviews and agricultural landlord and tenant matters.
- Experience of agricultural grant schemes and dealing with the Rural Payments Agency and/or Natural England.
- Experience using Pro Map, LandApp or similar rural mapping software.
- Experience of rural estate management and maintenance.
- Experience of working in a professional office environment.
- Good knowledge of the local area and rural property market.

Role Information

Permanent - full-time