



Estate & Property Manager

Location: Stracathro, Angus

Contract: Full Time

Salary: Competitive, dependent on experience

About Stracathro Estates

Stracathro Estates is a progressive, privately owned rural business located in Angus and owned by the Campbell Adamson family. Extending to approximately 4,000 acres of arable land and forestry, the estate combines traditional land stewardship with a modern and entrepreneurial approach to rural enterprise.

The business encompasses a diverse portfolio including 45 residential properties, a 3MW anaerobic digestion plant, farming and forestry operations, sporting interests, a self-storage business and a number of renewable energy and commercial development projects.

With a strong commitment to investment, innovation and the local community, Stracathro Estates continues to develop its assets and enterprises with a long-term focus on sustainability, responsible management and future growth.

About the Role

We are seeking a highly organised and proactive Estate & Property Manager to support the management and development of a diverse rural estate portfolio. This varied role combines residential and commercial property management, project delivery, compliance oversight, renewable energy administration and estate infrastructure management.

The successful candidate will play a key role in ensuring the smooth operation of over 45 residential properties alongside a range of commercial enterprises, agricultural assets and renewable energy projects, reporting directly to the owner.

Key Responsibilities

Property & Estate Management

- Oversee the day-to-day management of a portfolio of 45+ residential properties.
- Manage tenant communications and tenancy-related matters.

- Maintain accurate property records, documentation and asset registers.
- Ensure compliance with all relevant property legislation and regulatory requirements.
- Maintain the fabric and infrastructure of farm yards, commercial buildings and associated estate assets.
- Manage repairs and maintenance works relating to roads, yards, drainage systems, fencing, hardstanding areas and external infrastructure.
- Develop and implement planned maintenance programmes for farm and commercial property assets, including drainage improvement works and infrastructure upgrades.
- Liaise with contractors, consultants and suppliers to ensure works are completed safely, efficiently and within budget.

Refurbishment & Capital Projects

- Manage refurbishment, repair and improvement projects across residential and commercial properties, working alongside the existing estate and property team to implement works.
- Obtain quotations, appoint contractors and monitor project costs.
- Oversee project delivery to ensure works are completed to the required standard, on time and within budget.
- Assist with the planning and delivery of longer-term estate development projects.

Utilities & Service Management

- Manage utility contracts and supplier relationships across the estate portfolio.
- Monitor utility usage and expenditure.
- Identify opportunities to improve efficiency and reduce operating costs.

Renewable Energy Administration

- Support the operation and administration of small-scale renewable energy assets.
- Monitor system performance and maintain operational records.
- Prepare and submit Renewable Heat Incentive (RHI) returns and associated compliance documentation.

Estate Systems & Records Management

- Modernise estate record keeping through the implementation and ongoing management of digital asset management systems, electronic mapping and centralised property records.
- Develop and maintain electronic mapping systems for residential, commercial and agricultural assets.
- Maintain accurate records relating to property boundaries, drainage infrastructure, utilities, maintenance activities and asset information.

- Improve the accessibility, accuracy and efficiency of estate information and reporting systems.

General Administration

- Maintain compliance documentation, statutory certificates and asset records.
- Assist with budgeting, procurement and contractor management.
- Support the preparation of reports and operational information for management.
- Contribute to the continuous improvement of estate management systems and procedures.

Essential Requirements

- Experience in property management, estate management, facilities management or a related field.
- Strong organisational and administrative skills.
- Experience managing contractors and maintenance works.
- Good working knowledge of domestic heating systems, including oil-fired boilers, heating controls, servicing requirements and fault reporting.
- Ability to manage multiple projects and priorities simultaneously.
- Strong IT skills, including Microsoft Office applications.
- Excellent communication and interpersonal skills.
- Full UK driving licence.

Desirable Requirements

- Knowledge of residential property legislation and compliance requirements.
- Experience delivering refurbishment or construction projects.
- Experience managing utility contracts and suppliers.
- Familiarity with renewable energy systems and RHI administration.

Personal Attributes

- Self-motivated and able to work independently.
- Practical and solutions-focused.
- Strong attention to detail.
- Commercially aware and financially responsible.
- Professional and approachable manner.
- Willingness to take ownership of projects and drive improvements across the estate.

What We Offer

- A varied and rewarding role within a progressive and diverse rural family business.

- Opportunity to take ownership of projects and contribute to the continued development of the estate.
- Estate housing and a vehicle are available.
- Competitive salary and benefits package.
- Ongoing professional development and training opportunities.
- The opportunity to work within a close-knit team, make a genuine impact and help shape the future development of the business.

To apply, please submit your CV together with a covering letter outlining your relevant experience and suitability for the role.

Apply to office@stracathro.com