



KIDWELLY TOWN COUNCIL – JOB VACANCY

ESTATE MANAGER'S POST

PART-TIME (20 hrs/wk) JOB DESCRIPTION

Introduction

KTC owns and is responsible for approximately 550 acres (223 hectares) of land spread around the ward of Kidwelly and Mynyddygarreg, made up of:

- 409 acres (165 hectares) of tenanted farmland and Town Allotments
- 75 acres (30 hectares) of untenanted land, the majority of which is centred on Mynyddygarreg mountain
- 59 acres (24 hectares) of amenity sites made up of Glan yr Afon (41.6ac/16.8ha); the Quay and Kymer's canal area (12 ac/4.8ha); and four play areas (2.8 ac/1.1ha).
- 6.6 acres (2.6 hectares) of municipal sites made up of the Gwenllian Centre (a community multi-function building managed by a CIC); Mynyddygarreg Hall (a community building managed by volunteers); and the Town Cemetery.

The ward's geography includes two rivers (Gwendraeth Fawr and Gwendraeth Fach) issuing into the Gwendraeth Estuary at Kidwelly Quay. Inland from the hinterland of the rivers' floodplains is Mynyddygarreg mountain, which results in a topography that varies in quality and type of farmland and woodland.

KTC's ward (Kidwelly & Mynyddygarreg) had a population of 3,700 at the 2021 census and its precept for 2023-24 was £310,000.

Some of KTC's assets include asset transfers from Carmarthenshire County Council, which is made up of the four play areas and Kidwelly Town Square: 2.9 acres/1.2hectares.

Job role

The Estate Manager is responsible for dealing with all aspects of the Council's land assets. Predominantly, these assets include all municipal and amenity sites listed above.

Arranging the maintenance and upkeep of all assets makes up the majority of work, as well as dealing with environmental issues.

Keeping abreast of and conforming to legal requirements is also important, and this post is supported by an Estates administrative assistant currently working 24 hrs/wk.

Relevant skills

- **Financial knowledge:** Financial knowledge is an essential prerequisite for an estate manager to buy supplies and allocate resources according to the Council's budget.
- **Project management:** Project management skills needed to help the estate manager coordinate projects from start to finish while working to reach goals within set deadlines.
- **Negotiation:** The estate manager is expected to use negotiation skills when trying to secure the optimal deal for the Council and effectively use their budget.
- **Research:** Research skills will be expected from an estate manager to find the optimal services and contractors to care for their assigned property.
- **Problem-solving:** The estate manager must demonstrate good problem-solving skills to find effective ways to resolve issues that may arise when overseeing a property or project.
- **Communication:** Communication and interpersonal skills will be essential for the estate manager to interact with others frequently and build relationships with companies such as lawn care contractors.
- **Time management:** The estate manager must have this skill to oversee multiple components of events and everyday activities, prioritize assignments and delegate tasks.
- **Leadership:** Since the estate manager role involves liaising with other office staff and councillors, the post relies on leadership skills to ensure everyone fulfils their job responsibilities. The post holder would be expected to provide feedback, deliver instructions and lead by example.

Remuneration: Local Government Services Pay Agreement 2024/25 pay scale 23 - £17,981 per annum.

Job start date: 1st April 2025.

Applications to include a comprehensive c.v. with contact information of two referees to be made by **mid-day Friday 28th February 2025** via emails to the Town Clerk at townclerk@kidwelly.gov.uk with c.c. to the Estates Manager at estates@kidwelly.gov.uk