



epilepsy
society

Director of
Land



Starfish

Welcome

Dear applicant,

Thank you for your interest in joining us as our new Director of Land at the Epilepsy Society. Over the next five years, this will be one of the most important roles in our organisation.

Epilepsy Society sets out to make a difference to every person affected by epilepsy whatever their background, however seriously it affects them, and whether they have the condition themselves or are close to someone with epilepsy. Our mission is to enhance the quality of life of people affected by epilepsy by promoting public awareness and education, by undertaking research and by delivering specialist medical care and support services.

Epilepsy Society has accumulated substantial high value land and property assets as the charity has evolved. At the end of the 19th century, epilepsy was largely misunderstood and stigmatised. Against a hostile environment for those living with epilepsy, a pioneering group of neurologists took the revolutionary step to found a 'colony' for people with epilepsy where they could work. Once sufficient money had been raised, the Society bought Skipplings Farm near Chalfont St Peter.

More than 120 years later, Epilepsy Society now owns 123 hectares of prime land and our priority is to utilise this for the benefit of those we support. We are therefore looking to appoint a Director of Land to lead and oversee the way our facilities and buildings are managed and to spearhead work to review and consolidate our estates portfolio.

This senior role requires a confident leader who is used to handling sensitive development projects and understands how best to work with stakeholders. You will partner with local and regional stakeholders and both support and advise our Board on all aspects of land and property use for the benefit of Epilepsy Society and our beneficiaries.

With a sharp commercial focus, you will be an outstanding business planner with a strong focus on delivery and while you will have a small operational estates team to lead and support, this is predominantly a strategic role which will support some fundamental commercial and financial decisions. You must have deep experience of managing a complex and valuable estates and property portfolio and be capable and credible handling high level relationships with surveyors, architects and planners.

Epilepsy Society is an ambitious and passionate place to work. Our people are what makes us great and we hope that once you have read further, that you are inspired to make an application.

Clare Pelham
Chief Executive



About Us

Epilepsy Society is the UK's leading provider of epilepsy services. Our vision is a full life for everyone affected by epilepsy. We want everyone affected by epilepsy to have the best opportunity for a full life – as free from seizures as possible.

The Epilepsy Society was established in 1892 by neurologists from the Hospital at Queen Square, the forerunner for the National Hospital for Neurology and Neurosurgery and the UCL Institute of Neurology. The charity's primary purpose then was to provide a safe working environment for an incurable and stigmatised condition. The Founding Fathers also envisaged a future research powerhouse which would help understand epilepsy and to discover appropriate treatments.

Today the charity exists to work for everyone affected by epilepsy across the UK and beyond through cutting edge research, specialist medical services and expert care. Its site in Buckinghamshire is well known in medical and academic research circles as 'The Chalfont Centre'.

Our Values

In 2018, Epilepsy Society undertook a collaborative task across the organisation to identify, shortlist and vote for five organisational values:



Caring, Accountable, Improving, Respectful and Open - CAIRO.

The Values were finalised and launched at the July 2018 quarterly All Staff Meeting. We continue to work together as a team to ensure we embed and embrace the values into our team activities and our individual day to day commitments and responsibilities.



Role Profile

Role summary

To provide direction and strategic oversight of our land and property portfolio. Be an effective member of the Management Board, providing sound guidance and advice to the Chief Executive and Board to ensure we maximise our potential through sound commercial decision making.

Key responsibilities and duties

- Participate fully as a member of the Management Board contributing to the overall direction, leadership and development of the organisation.
- Work with key advisors and stakeholders to devise and deliver a robust strategy that aims to optimise the use of our land and maximise its value to our beneficiaries.
- To manage key strategic and operational estates and facilities change management programmes and key projects, including the capital programme.
- Take lead responsibility through strategic planning to identify and complete commercial transactions as opportunities arise.
- Ensure the effective delivery of routine and reactive land maintenance, coordinating third-party suppliers and contractors with a focus on value for money.
- Develop a comprehensive land management plan, including operational policies, management protocols and practices, ensuring maximum efficiency and effectiveness.
- Manage and oversee appropriate compliance with relevant Health & Safety requirements, including ensuring compliance with changing Covid-19 guidance to safeguard our vulnerable residents.
- Be responsible for ensuring the timely reporting of mandatory regulatory information required externally.
- Be responsible for the development and maintenance of robust Business Continuity Plans for the charity as a whole.
- We are undergoing a period of change and transition at Epilepsy Society. As this change happens, you may be asked to undertake other responsibilities that are not outlined above.



Person Specification

Knowledge and Experience

- Strong experience of leading and managing a complex and high value land and property portfolio.
- Successful experience of maximising the commercial potential of land, buildings and other physical assets.
- Strong experience of preparing property portfolios for commercial use, redeployment or sale, and of completing sensitive and complex negotiations involving the development or disposal of assets within the legal planning framework.
- Experience of working at the most senior levels (ideally as part of a board or with boards) to formulate strategy and plans that support the performance of an organisation, including use of its land, buildings and other facilities.
- Experience of working in partnership with local stakeholder groups and other interested parties to progress sensitive plans.
- Experience of managing complex budgets as well as managing risk, business continuity and compliance from an estates point of view.

Skills and Abilities

- A diplomatic and confident leader, who is able to advise and influence at the most senior level.
- Able to lead and motivate multi-disciplinary teams comprising staff, volunteers, consultants and advisers.
- A proven ability to think and act strategically.
- Ability to operate effectively at all levels across the organisation, with proven skills in persuading and influencing at the most senior levels.
- Sharp commercial acumen; able to spot opportunities and make connections, and is a keen problem-solver and creative thinker.
- Clear communicator with the ability to tailor communications to suit a range of different audiences, including commercial negotiations.

Leadership Style and Behaviours

- Sound judgement; secures the confidence of others quickly.
- Balances strategic with detailed considerations.
- Flexible and adaptable in a changing and demanding environment.
- Good team worker and collaborator.
- Committed to Epilepsy Society's values and upholds its reputation.

Terms of Appointment

Salary

This role attracts a competitive package. Starting salary will be dependent on experience.

Location

The role is based initially at home with occasional travel to Epilepsy Society's Head Office in Chalfont St Peter, Buckinghamshire, which in normal circumstances, post-pandemic, will be your office location. There is free parking available to all staff and we have an on-site coffee shop and pharmacy.

Pension

Matched employee contributions up to 4%.

Annual leave

27 days annual leave (excluding public holidays). You also have the opportunity to buy/sell annual leave.

Working hours

This is a full-time permanent role with all forms of flexible working considered.

Benefits

We provide employees life insurance to the value of twice annual salary, as well as offering healthcare and dental care cash plans at corporate rates. All employees have access to free, 24-hour confidential support and advice via Health Assured.



How to Apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Juliet.Taylor@starfishsearch.com or Mark.Crowley@starfishsearch.com and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/es-director-of-land/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement that sets out why you think this role is the right move for you and how you meet the Knowledge and Experience criteria.

Closing date 9am, Monday 2nd November 2020

Agreement of the final shortlist Monday 9th November 2020

Interviews with Epilepsy Society Monday 16th November 2020



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