



Property Development Manager Role Profile

To support Blue Triangle's Property Manager and Development Partner to oversee our acquisition of properties and refurbishment plans. This role is based at our Glasgow central support office, with travel expected across 9 local authorities in the Central Belt in Scotland.

OUR VALUES

We are a social care organisation that supports over 400 people every day, across ten local authorities. We provide adults and young people with safe, psychologically informed support and provide housing solutions across Scotland. Our staff are trauma-informed, championing the rights of our supported people and helping them overcome barriers through the delivery of our values, Kind; Passionate; and Creative.

MAIN DUTIES AND RESPONSIBILITIES

1. Conduct market research on properties within the geographical locations set out in Blue Triangle's property investment plan
2. Execute the targets set in the property investment plan on location, volume, property valuation, refurbishments costs, at agreed timescales
3. Provide accurate, competent valuations and survey advice on agreed properties specified in Blue Triangle's property investment plan
4. Managing instruction timelines and ensuring deadlines are met
5. Report to Property Manager on refurbishment plans, costs, and timeline
6. Report to Project Manager on progress towards achieving targets set within the Property Plan
7. Work effectively with conveyancers through the acquisition of 61 properties across 10 local authority areas
8. Effective communication and presentation skills, utilising these skills to provide ongoing updates at the Property Development Working Group
9. To establish, maintain and develop contacts with all types of clients
10. Attend relevant industry events to broaden own knowledge and expand professional network of contacts
11. To work collaboratively with other offices and attend internal meetings as appropriate
12. Identify, manage, and mitigate risk within the project and overall business
13. Support the Investment Project in additional areas as specified by the senior leadership team

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Commercial and residential properties • Development and investment of properties in Scotland 	
Experience	<ul style="list-style-type: none"> • Experience of commercial and residential properties, both investment and development • Record of accomplishment of property management in several locations/projects • Leading on projects 	
Skills / Abilities	<ul style="list-style-type: none"> • Self-motivated and proactive • Team player who deals effectively with colleagues and clients and enjoys working as part of a team but is also able to operate autonomously in an efficient and productive manner • Working knowledge of valuation software packages preferred • An ability to communicate verbally and in writing, often with complex information, and demonstrable experience of producing clear, well-structured reports • Excellent IT skills, in particular Word, Excel, PowerPoint • Good analytical skills, basic numeracy • Ability to prioritise and co-ordinate multiple workloads and tasks efficiently ensuring all deadlines are met • An ability to carry out research, work independently and present this information clearly 	
Personal Qualities	<ul style="list-style-type: none"> • Personal values in line with Blue Triangle's values. • Flexible, adaptable, and reliable. • Friendly, calm, and personable. • Patient, resilient and tolerant. 	



	<ul style="list-style-type: none">• Compassionate.	
Requirements	Full UK Drivers Licence	