

Role Profile: Head of Property

Role Title:

Head of Property

Reports To:

Chief Financial Officer (CFO)

Direct Reports:

Property Manager managing team of 7 staff.

Location:

London or Manchester (with travel to Turning Point sites as required).

Role Purpose:

To lead the strategic and operational management of Turning Point's property function and service. This includes acquisitions, disposals, leasing, facilities management, maintenance, capital projects, and ensuring compliance with legal and regulatory standards. The Head of Property ensures the estate supports the organisation's business objectives, maximises asset value, and delivers cost-effective property solutions both for the people we support and colleagues.

Key Relationships

- Operating Board, Heads of community and other senior stakeholders.
- Business Development Team
- Finance Team.
- Housing Management and Property Group
- Senior Operational Team
- Internal auditors
- Legal advisors
- Developers, funding bodies and regulatory organisations.

Key Responsibilities:

Strategic Leadership

- Develop and implement a long-term property strategy aligned with Turning Point's strategy and business requirements.

- Advise senior leadership on property-related risks and opportunities.
- Lead the optimisation of the property services to support operational and financial performance.
- Develop and deliver innovative property solutions to meet the business and service needs of Turning Point.

Portfolio Management

- Oversee property acquisitions, leases, disposals, and renewals.
- Manage landlord and tenant relationships.
- Ensure effective space planning and utilisation across the estate.
- Monitor market trends and provide insights to support decision-making.

Facilities & Asset Management

- Ensure buildings and facilities are safe, well-maintained, and legally compliant.
- Implement sustainable and cost-effective maintenance strategies to enhance both people we support and colleague experiences.
- Manage planned and reactive maintenance programmes.
- Drive energy efficiency and sustainability across the estate.
- Manage the Property Database.

Capital Projects

- Oversee property development and refurbishment projects from inception to completion.
- Manage budgets, timelines, contractors, and stakeholder communication.
- Ensure delivery of high-quality, fit-for-purpose environments on time and within budget.

Financial & Risk Management

- Prepare and manage property budgets, forecasts, and cost control measures.
- Ensure value for money across all property-related expenditures.
- Identify, assess, and mitigate property-related risks.
- Maintain robust property data, including lease registers, condition surveys, and asset records.

Compliance & Governance

- Ensure compliance with statutory, health & safety, planning, and environmental regulations.
- Maintain accurate and up-to-date property documentation and reporting.
- Liaise with legal advisors, planners, and external consultants as needed.
- Ensure that the premises used by Turning Point align with its P2NZ strategy.

Team Leadership

- Lead, inspire and develop the property team to deliver high performance outcomes.
 - Foster a culture of accountability, service excellence, and continuous improvement.
 - Collaborate across departments to ensure property services meet effectively operational needs.
-

Key Skills & Competencies:

- Strategic thinking and commercial acumen
 - Strong leadership and people management skills
 - Negotiation and stakeholder management
 - Financial and budgeting expertise
 - Knowledge of property law, leases, health & safety, and construction
 - Excellent communication and influencing skills
 - Project management expertise
 - Analytical and problem-solving capabilities
-

Qualifications & Experience:

- Degree in Real Estate, Property Management, Surveying, Construction, or related field
 - Professional membership (e.g., RICS, IWFM, CIOB).
 - Proven experience in managing complex and innovative property solutions.
 - Track record of delivering capital projects and managing property budgets.
 - Experience with lease negotiations and estate rationalisation.
 - Understanding of the property demands of a health and social care provider.
-