



SUDELEY CASTLE & GARDENS

Rural Surveyor

Reporting to:	Chief Executive
Working with:	Head of Family Office Other departmental colleagues
Managing:	Estate operations team Contractors

Sudeley Castle & Gardens

Sudeley Castle is the home of Elizabeth, Lady Ashcombe and the Dent Brocklehurst family. Once a residence of King Henry VIII, Sudeley is the only private castle in England to have a queen buried within the grounds and has a rich Royal history, spanning 1,000 years. The last of Henry VIII's six wives, Katherine Parr, lived and died here, where she remains entombed in a beautiful 15th century church found within the award-winning gardens. The castle and gardens are open to public from March to November.

Purpose of the Job

Our Rural Surveyor is responsible for the management of Sudeley Castle estate property, including the day-to-day management of lettings, acquisitions and sales. Ensuring agricultural, residential and commercial assets are optimally used, the postholder will also oversee the smooth delivery of major projects for the estate, consistently maximising income and minimising costs.

Occasionally situations may arise that require the postholder to perform other duties or tasks as may be reasonably requested by Sudeley Castle LLP.

Key Responsibilities divided into two main areas of equal focus:

Existing Estate properties (commercial & residential):

- Find and reference potential tenants (commercial and residential, working with letting agents as appropriate)
- Arrange tenancy agreements and inventories
- Collect rent and chase arrears
- Organise maintenance, repairs and dealing with emergencies
- Ensure estate properties are fully compliant with applicable legislation
- Undertake rent reviews
- Inspect properties during tenancies and reminding tenants of their obligations
- Renew tenancies
- Deal with notice periods
- Manage planning applications (in conjunction with other advisors) and maintaining accurate records of planning consents obtained, discharge of conditions etc
- Obtain quotes for major works to estate properties and overseeing implementation

Wider Estate:

- Liaise with local authorities / regulatory bodies on estate matters (eg rivers, footpaths, allotments)
 - Liaise with land agents, overseeing FBTs and other farming-related issues
 - Lead the analysis / feasibility of potential new projects on the estate
 - Oversee the implementation of major projects to completion, including planning, funding, tender and organising other advisors
 - Assist with regulatory and legal issues pertaining to the estate
 - Manage a team of staff and contractors to deliver agreed estate objectives.
-
- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work.
 - In addition all employees are expected to work within the terms of their contract of employment.

Person Specification

	Essential	Desirable
Qualifications and Experience		
Full member of the Royal Institute of Chartered Surveyors	X	
Experience of property management, ideally in an estate context	X	
Experience of managing large and complex projects	X	
Experience of working with stakeholders and clients at all levels, including occasionally demanding and complex characters	X	
Experience of managing a team	X	
Knowledge & Skills		
Excellent IT skills, including MS Office package	X	
Good financial skills to enable modelling of potential projects	X	
Project management qualification		X
First Aid qualification		X
Personal Qualities		
Well-organised with good time management	X	
Comfortable multi-tasking, dealing with competing priorities	X	
A natural communicator able to adapt to changing circumstances	X	
A confident negotiator	X	
Dependable and professional	X	
Effective working as part of a team to short turnaround times and under pressure	X	
Outgoing and approachable with a can-do attitude	X	
Able to work effectively unsupervised	X	
Entrepreneurial approach	X	
Good attention to detail	X	
Resilient	X	
Efficient	X	
Comfortable taking the initiative	X	

Place of work

Sudeley Castle Estate

Remuneration

£40,000 per annum

Hours of work

40 hours per week, including occasional evenings and weekends as the role requires.

Holiday

28 days' paid holiday per annum pro rata including bank holidays

References

Two professional references will be required, including one from a current or most recent employer.

Notice period

Three months

Correct at 7 October 2025

Sudeley Castle is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please note: you must have the right to live and work in the United Kingdom to be employed in this role. Your eligibility will be checked during the recruitment process.