



Estate Secretary

Stansted Park Foundation

About the role

Join the team at Stansted Park, a beautiful historic estate on the West Sussex / Hampshire border, supporting the smooth day-to-day running of the Foundation and its Estate Office.

The Stansted Park Foundation is a Charitable Trust set up to preserve Stansted Park in perpetuity for the benefit of the nation.

Job Details

Job title	Estate Secretary
Employer	Stansted Park Foundation
Department	Estate Office
Reports to	Director
Location	Stansted Park, PO9 6DX
Hours of work	9am to 5.30pm (2/3 days)

Job Purpose

To provide efficient administrative and reception support to the Stansted Park Foundation, assisting with the day-to-day operation of the Estate Office and ensuring a professional and helpful service to commercial & residential tenants, visitors, contractors and other staff.

This is an office-based position at the Stansted Park Estate Office, working during the Estate Office's normal opening hours of 9.00am to 5.30pm, Monday to Friday. The role requires the postholder to be based on site during these hours. Flexible working arrangements are not available for this position.

Main Duties and Responsibilities

Office Administration and Secretarial Support

- Manage incoming telephone calls, emails and correspondence.
- Prepare letters, documents, reports and other administrative materials.
- Maintain accurate records, filing systems and office documentation.
- Arrange meetings, manage appointments and assist with diary coordination.
- Assist with the 'Friends of Stansted Park' Events and membership
- Admin assistance to the Estate Manager and Head Forester
- Liaising with local councils, the Valuation Office and other authorities.
- Maintaining HR & Personnel records

- Undertake general office duties to support the efficient running of the Estate Office and Stansted Park Events.
- Act as Secretary for the Historic Houses Association (South East)

Reception and Communication

- Act as a first point of contact for enquiries from tenants, visitors and members of the public.
- Respond to enquiries professionally and direct them to the appropriate member of staff.
- Maintain a welcoming, helpful and professional approach at all times.

Estate and Tenant Administration

- Assist with tenant communications and the administration of estate properties.
- Liaise with contractors and service providers regarding maintenance and appointments.
- Record and forward maintenance requests and relevant information to the appropriate personnel.
- Assist with the administration of inspections, certifications and other property-related requirements.

General Foundation Support

- Provide administrative assistance for estate activities, events and Foundation projects.
- Assist with preparing notices, information sheets and communications.
- Undertake other reasonable duties in support of the Foundation, as required.

About you

Essential skills and experience

- Excellent written and verbal communication skills.
- Strong organisational skills and attention to detail.
- Good IT skills, including Microsoft Word, Outlook and Excel.
- Ability to manage competing priorities and meet deadlines and work as a team.
- A mature, professional, courteous and confidential approach.

Desirable skills and experience

- Previous experience in a secretarial or senior administrative role.
- Experience dealing with tenants, property administration or contractors.
- Experience working within an estate, charity or small office environment.

Personal Qualities

- Reliable, flexible and proactive.
- Approachable and confident when dealing with people.
- Discreet and trustworthy when handling confidential information.
- Willing to assist with the varied demands of a busy estate office.

Position details

Location : Stansted Park Estate Office, Rowlands Castle PO9 6DX

Hours: 16 to 24 hours (to be negotiated)

Salary: £31,200 per annum – pro rata for 16 or 24 hours per week.

Closing date for applications: 30th November 2026

How to apply

Please send your CV and a covering letter to reception@stanstedpark.co.uk