

Position Description – Property Co-ordinator

This position is funded with the support of the NSW Government through **Department of Trade & Investment, Regional Infrastructure & Services** *Enterprising Regions Program*.

Renew Newcastle has been established to find short and medium term uses for buildings in Newcastle's CBD that are currently vacant, disused, or awaiting redevelopment, to bring activity and life to the city.

As a reflection on the success of Renew Newcastle, we have an opportunity for a highly connected Novocastrian to join our team in a part-time capacity to assist in securing additional properties to be activated.

Role

The purpose of the role is to activate appropriate properties under the Renew Newcastle scheme, and this will be the main measure of success.

To do this you will need to:

1. Develop strategies for accessing new property owners, which may include a range of approaches
2. Contribute to new marketing materials to promote the initiative to - and secure the buy in of - real estate agents and property owners
3. Develop a work plan to undertake these strategies to secure properties for the initiative
4. Liaise with peak agencies of influence such as Property Council, Hunter Business Chamber, HDC, City of Newcastle, City Centre Committee, Real Estate agencies, and others on strategies to reach their membership or key individual affiliates connected to property and property industry
5. Maintain records (a database) of property owner contact to be retained by the organisation
6. Arrange property inspections with consultants to assess condition & suitability, and developing plans for achieving suitability (safe, compliant, ready to use)
7. Co-ordinate repair & maintenance works
8. Negotiate License Agreements and Special Conditions with the property owner
9. Contribute to Property Risk Management procedures
10. Maintain good relationships with Property Owners

Reporting

The Property Co-ordinator works independently, but will be briefed and guided by the General Manager and Creative Director. The position reports to the General Manager and is expected to undertake the role in consultation and collaboration with other relevant employees (if any), both paid and unpaid, and with the Board.

Contract

This is a position for an Independent Contractor for an Initial Period of 3 months with the potential to extend on new terms. The Contract Fee for the Initial Period is \$5,500 (plus GST if applicable). This is a part-time contract available on flexible terms. It may suit someone with significant property experience in Newcastle who now has more time; or it may complement your existing work. We'll work with you to find the right balance.

Selection Criteria

Applications must respond to all the Selection Criteria

Essential

1. Passion for the renewal and revitalisation of Newcastle
2. Good verbal and written communication skills
3. Good budgeting and project management skills
4. Knowledge of commercial real estate sector
5. Dynamic and self-motivated

Highly Desirable

1. Understanding and appreciation of the Renew Newcastle unique model of accessing properties
2. Knowledge of Newcastle's commercial real estate industry
3. Background in Real Estate, Property Industry or Urban development
4. Experience in negotiations

To apply

Applications close: COB Monday 5 September 2011

Please email marni@renewnewcastle.org the following documents:

1. Application Cover Letter
2. CV – no more than 2 pages
3. Your response to all the Selection Criteria

In the subject of your email please include the words: **Job Application: Property Co-ordinator** [*insert your name*]

Interviews are expected to take place in Newcastle on 14-20 September 2011.

Enquiries

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www.renewnewcastle.org