Kingsland Farm Partnership

Job Description: Business Administrator

Employer: Kingsland Farm Partnership Ltd. South Molton, Devon

Location: South Molton, North Devon (office-based)

Hours: Full time, 37.5 hours per week (part-time or job-share considered)

Salary: Depending on experience

Reports to: The Managing Partner / Family Directors

About Us

We are a long-established, multi-generational family farming enterprise in the heart of North Devon. Alongside our poultry operation, we run a diverse portfolio of commercial buildings, solar PV installations and residential lettings. As the business has grown, so has the need for a capable, organised and trusted administrator to keep everything running smoothly across all areas.

Role Summary

This is a varied, hands-on role at the centre of the business. You will be the main point of contact for the administration, compliance and property management functions across all our enterprises, freeing up the family to focus on running and developing the business.

Key Responsibilities

General Administration and Office Management

- Act as the central point of contact for staff, tenants, contractors, suppliers, advisers and visitors
- Manage correspondence, diaries, filing (paper and digital) and document control
- Maintain a central register of contracts, insurance policies, licences, certificates and key renewal dates
- Prepare reports, meeting packs and briefing notes for the family directors
- Pass invoices, rent and income information and staff paperwork to the external bookkeeper and HR support as required

Poultry

- Follow up on health and safety findings, accidents and near misses: log them, agree actions with the farm manager and contractors, and chase them to completion
- Maintain poultry health and safety documentation, including risk assessments, safe systems of work, training records and inspection and service certificates
- Prepare for health and safety inspections and audits, and liaise with the farm manager, who remains responsible for all other poultry administration

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Commercial Buildings

- Assist with the management of commercial tenancies, including leases, rent reviews, renewals, rent demands and credit control
- Liaise with tenants, agents and solicitors on lettings, enquiries and lease events
- Maintain statutory compliance for all buildings: fire risk assessments, electrical and gas safety, EPC/MEES, legionella and asbestos management
- Arrange and oversee repairs, maintenance and contractor work, obtaining quotes and keeping records

Solar PV

- Coordinate servicing, inspections, insurance and warranty matters with maintenance contractors and the network operator

Residential Lettings

- Assist with the administration of residential tenancies, including agreements, deposit protection, rent collection and arrears follow-up
- Maintain compliance with current lettings legislation, including safety certification, right to rent checks and the requirements of the Renters' Rights Act
- Coordinate property inspections, maintenance requests, contractors and end-of-tenancy processes
- Handle tenant enquiries promptly, professionally and fairly

Person Specification

Essential

- Proven experience in a senior administrative, office management or PA role, ideally in a multi-faceted business
- Excellent organisation, attention to detail and the ability to manage competing priorities
- Strong written and verbal communication skills, with a professional and tactful manner
- High standards of discretion and confidentiality when handling family and business matters
- Proficient in Microsoft 365
- Ability to work independently and use your own initiative
- Full UK driving licence and access to your own transport

Desirable

- Experience in agriculture, farm administration or a rural business
- Knowledge of property management, lettings or landlord compliance

Personal Qualities

- Dependable, practical and resourceful, with a problem-solving approach
- Calm under pressure and able to meet deadlines

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- Willing to learn about new areas of the business

What We Offer

- A varied and genuinely interesting role with real responsibility
- Competitive salary, reviewed annually
- Workplace pension in line with auto-enrolment
- 28 days' holiday including bank holidays, plus free parking
- Training and professional development support
- A friendly working environment in the beautiful North Devon countryside

To apply, please send your CV and covering letter to Graham Smaldon graham@kfpltd.com