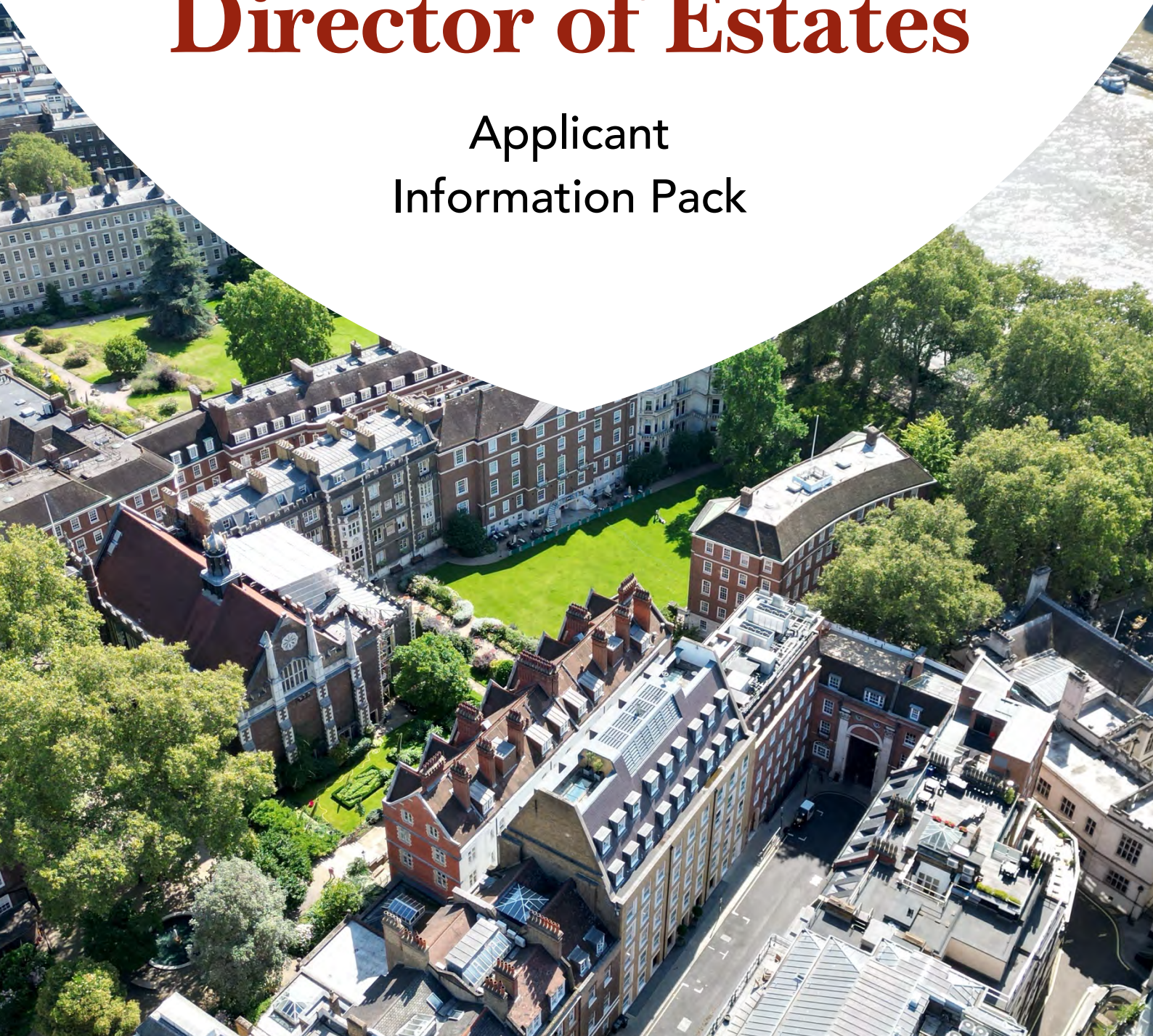




THE HONOURABLE SOCIETY OF THE  
**MIDDLE TEMPLE**

# **Director of Estates**

Applicant  
Information Pack



Dear Candidate,

**Director of Estates application**

Thank you for your interest in the role of Director of Estates at the Honourable Society of the Middle Temple to succeed the incumbent who is retiring after more than 45 years at the Inn.

The Director of Estates role is central to the long-term stewardship of the Inn. Middle Temple's estate is of exceptional historical and architectural importance, whilst also operating as a living, working environment. For example, the Inn's Elizabethan Hall completed in 1573, is used for a wide range of purposes including dining, concerts, weddings and conferences.

The estate includes many Grade I Listed Buildings, the Temple Church, award-winning gardens and is a designated Conservation Area. The site is used by the Inn's members, residents and tenants and plays a vital role in underpinning Middle Temple's financial sustainability in support of our Vision and Mission.

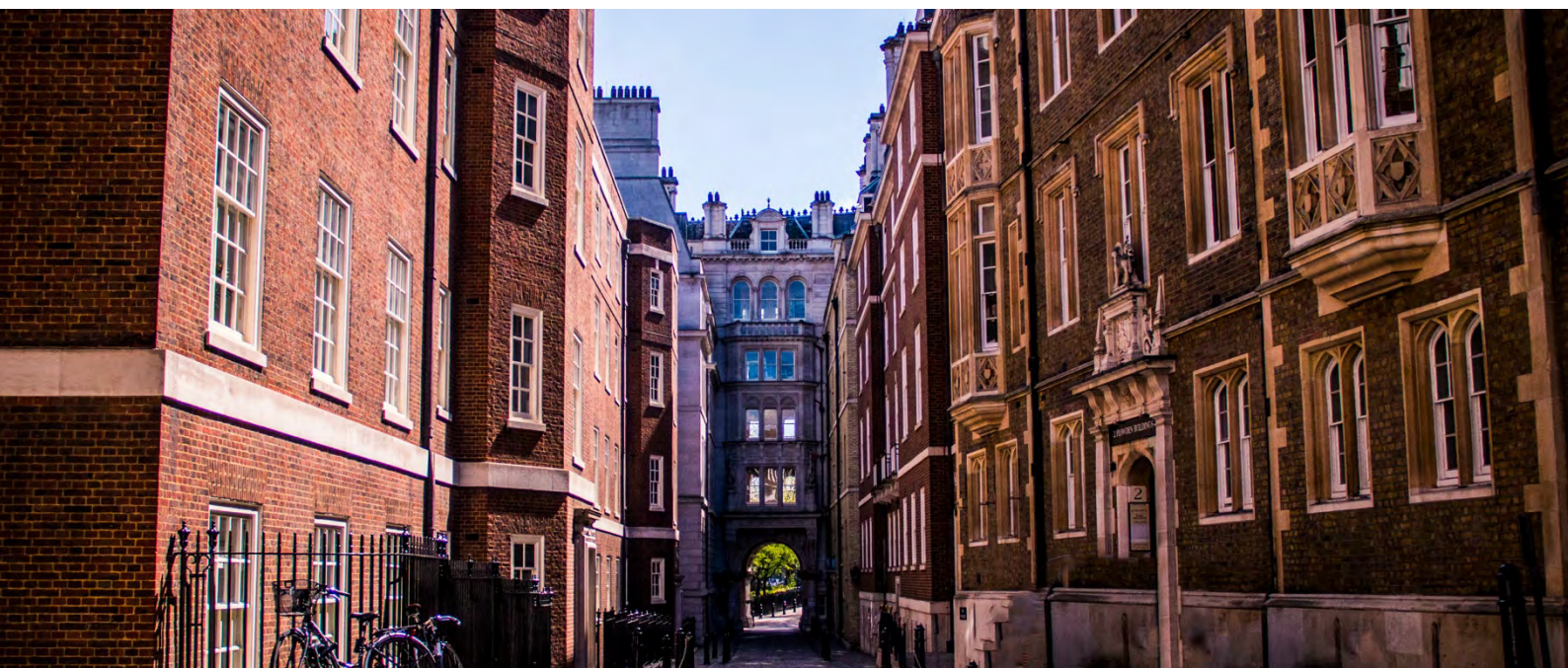
We are seeking a Director of Estates with a passion for, and experience of, working in complex heritage settings to maintain, protect and enhance the estate whilst optimising its commercial potential. Working in a collegiate and collaborative way with the Inn's officers, governing committees, staff and contractors, the successful candidate will ensure that the estate is sustainably cared for as it continues to evolve to meet contemporary needs.

As this applicant pack highlights, this role offers a rare opportunity to make a lasting contribution to Middle Temple and to help shape a unique estate for future generations in a supportive and collegiate working environment.

Yours sincerely,

Sir Christopher Ghika K.C.V.O., C.B.E.

**Under Treasurer and Chief Executive**  
**The Honourable Society of the Middle Temple**



# About Middle Temple

The Honourable Society of the Middle Temple is one of the four historic Inns of Court and has occupied the estate on the banks of the Thames since the fourteenth century. The land was formally granted to Middle Temple in 1608 by King James I, on the condition that it should always be used for the joint objectives of educating and accommodating those practising or training in the law.

Over four hundred years later, our core purposes are still based on these founding principles:

- The maintenance of the Inn's estate and historic heritage including the provision of professional accommodation for barristers as well as other services and facilities in support of the Inn's core purposes.
- The education and training of students and barristers and the promotion of diversity and access to the Bar through the provision of financial support to students.
- The achievement of the highest standards of advocacy in support of the judiciary and the Rule of Law; the promotion of the ethos of the Bar; and the maintenance of the highest professional standards in the public interest.

These key areas are reflected in our Mission and Vision.

All employees of the Inn have an important part to play in achieving our Vision and Mission. The Director of Estates will do so through the effective management of the estate which is fundamental to the Inn's identity, daily life and long-term financial sustainability.

We pride ourselves on being a place where employees feel supported, valued and benefit from a collaborative working culture. Our working environment is guided by the strong emphasis we place on our organisational values:

- **Respect** for others
- **Collaboration** and teamwork
- **Accountability** for actions, responsibilities and quality of work

## Mission

Middle Temple supports the Bar by supporting its members throughout their professional careers. It does this by promoting excellence in advocacy and the highest standards of professional ethics through the education and training it provides, and the collegiate ethos it instils in its members.

## Vision

Middle Temple, as one of the four Inns of Court, exists to promote and support the Rule of Law throughout the Common Law World, and the fair and effective administration of justice which the Rule of Law requires. The Rule of Law is an essential cornerstone of a modern democratic society, and a strong, independent and ethical Bar is an essential component of it.



## The Role

The Director of Estates has strategic and operational responsibility for the stewardship and development of Middle Temple's estate which includes 44 buildings (including three Clapham properties), many of which are Grade I, II\* and II Listed, set around formal gardens and courtyards.

The role is responsible for managing a commercial estate and rental operation overseeing a significant property portfolio comprising professional, commercial and residential tenants, which generates approximately 85% of the Inn's total income. The estate's historic nature also brings substantial maintenance demands, accounting for around 40% of the total income budget.

The Director of Estates also provides leadership to a multi-disciplinary team of approximately 36 staff encompassing professional, technical and operational roles (including a Building Surveyor, Estates Officer, CAD Technician, carpenters, electricians, plumbers, gardeners, housekeeping, facilities, security and parking/front of house staff). In addition, the role is responsible for managing building control arrangements.

Together, the role combines the conservation of a highly significant heritage environment with the strategic, operational and commercial management of a complex, multi-use estate.

Working within the Inn's governance framework, the Director of Estates will advise Middle Temple's officers, governing committees and executive team about the maintenance and development of the estate, balancing the need to preserve the character and integrity of this historic setting whilst ensuring it continues to deliver the revenue to support the Inn's evolving needs.

## Current key projects include:

- Major refurbishment of 3 Temple Gardens – a significant capital project to convert the building from mixed tenancy to all-commercial use, including the installation of two lifts to comply with fire safety requirements
- Conservation and repair of the West Doorway of Temple Church
- Redevelopment of Temple Church's vestry
- Major lease renewals
- Upgrading buildings to address Energy Performance Certificate (EPC) requirements
- Implementation of the Conservation Management Plan
- Adapting buildings for step free access and compliance with legislation

Please see the attached **job description** and **person specification**, together with the Inn's [strategic plan](#) for further information.

## Working at Middle Temple

Without the hard work and expertise of our employees, Middle Temple would not be able to achieve its aims. In return, we offer a generous benefits package which includes:

- Competitive salary
- 29 days annual leave plus bank holidays
- Discretionary Christmas Closure
- Non-contributory pension scheme (12% employer contribution)
- Private Medical Insurance
- Life Assurance (x 10 annual salary)
- Health Cash Plan
- Learning and development opportunities
- Employee Assistance Programme, Eye Care and Flu Vouchers
- Season Ticket Loan

Perhaps above all, this role represents a rare opportunity to lead one of London's most significant historic estates and to play a central role in its future.





## Job Description

<b>Job Title:</b>	Director of Estates
<b>Reporting to:</b>	The Under Treasurer and Chief Executive
<b>Location:</b>	The Honourable Society of the Middle Temple
<b>Hours:</b>	37.5 hrs per week (Monday to Friday, 9am to 5.30pm)
<b>Salary:</b>	Salary details will be provided during the recruitment process

## About Middle Temple

Middle Temple is one of the four historic Inns of Court with the exclusive right to call students to the Bar of England and Wales, enabling them, after a period of vocational training, to practise as barristers. The Inn is both a professional membership organisation and a property landlord, managing a substantial estate in central London. We host a wide range of events for members and guests and provide spaces for private hire. Middle Temple is home to an extensive law library with specialist collections in EU and US law, as well as archives and artefacts dating back over five centuries. Together with Inner Temple, we are also responsible for the Temple Church, consecrated in 1185 and once the headquarters of the Knights Templar in England.

Our Vision is to promote and support the Rule of Law throughout the Common Law world. We achieve this by supporting our members throughout their professional careers through education, training and scholarships while championing professional ethics and fostering a strong collegiate ethos.

## Job Summary

The Director of Estates is a key member of the Inn's leadership team, responsible for safeguarding, maintaining, and enhancing the organisation's historic estate while optimising its commercial potential. The role combines strategic leadership with operational delivery to preserve the estate's heritage, maximise its value and ensure it continues to underpin the Inn's financial sustainability in support of our Vision and Mission.

## Areas of Responsibility

### Strategic leadership:

1. Develop and deliver a long-term estates strategy aligned with the Inn's Vision and strategic plan, together with robust work plans, procedures and systems to ensure effective delivery of the strategy.
2. Advise the Inn's leadership on property portfolio matters, sustainability and regulatory changes, identifying risks and opportunities.
3. Contribute to organisational strategy and decision-making as part of the leadership team.
4. Act as a visible ambassador for the Inn, building networks within heritage, legal, and property sectors.

### Estate Management & Development:

5. Drive income generation through effective property management, tenancy arrangements and commercial opportunities.
6. Oversee the maintenance, conservation and development of historic buildings, courts, gardens and infrastructure.
7. Maintain compliance with relevant laws, regulations, health and safety obligations and recognised industry standards.
8. Lead major capital projects, ensuring delivery on time, within budget and to the highest standards.
9. Manage budgets and financial controls, ensuring cost efficiency and value for money.
10. Embed sustainability principles into all aspects of estate management ensuring energy efficiency and responsible use of resources while preserving the historic character of the estate.

### Team Leadership & Governance:

11. Lead and inspire a multi-disciplinary team (including security, front of house services, housekeeping, gardening, electricians, plumbers, carpenters alongside estates management and development) fostering a culture of collegiate collaboration, accountability and high performance through visible leadership, clear communication and effective resource management.
12. Lead by example and role-model our values of Collaboration, Accountability and Respect whilst demonstrating a strong commitment to diversity and inclusion.
13. Brief and recommend options to relevant committees and provide expert advice on estates matters.
14. Attend occasional meetings outside normal working hours and participate in social events and activities that support the Inn's collegiate ethos.
15. Undertake any other duties that may reasonably be required to support the effective functioning of the organisation.

## Person Specification

### Qualifications:

1. Degree in Building Surveying, Architecture, or a related discipline (preferably with a heritage/conservation focus) and membership of a relevant professional body (e.g., RICS, RIBA, IWFM).

### Skills and Experience:

2. Proven experience in optimising income generation through effective property management and the identification of commercial opportunities.
3. Senior level estates leadership experience in a diverse, historically significant environment.
4. Proven track record in strategic planning and project management, including delivery of complex capital projects and major renovations on time and within budget.
5. Strong understanding and practical application of conservation principles, sustainability and statutory compliance.
6. Experience managing large operational and capital budgets with effective financial oversight and cost control.
7. Experience leading and motivating multi-disciplinary teams to deliver multi-faceted projects and services.
8. Experience of working in a similar environment and/or understanding of the culture and governance of not-for-profit or membership organisations.
9. Strategic thinker with excellent analytical skills, commercial acumen and financial literacy.
10. Excellent stakeholder engagement and negotiation skills.
11. Excellent written and verbal communication skills, with the ability to present complex information persuasively and influence highly informed stakeholders.

### Personal Qualities:

12. Comfortable with ambiguity and complexity, maintaining a strong focus on continuous improvement.
13. Visible, collegiate and approachable leadership style with the ability to remain calm and make clear, timely decisions under pressure.
14. Demonstrates high standards of personal integrity and demonstrable experience of working in a way that reflects our values of Collaboration, Accountability and Respect, together with a strong commitment to diversity and inclusion.



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