**Roxburghe Estates**

We are a dynamic workforce with an exciting opportunity for a

Degree Apprentice Building Surveyor to join the team.

**JOB DETAILS**

JOB TITLE: Apprentice Building Surveyor

DEPARTMENT: Works

REPORTING TO: Buildings Manager

**ROLE SUMMARY**

Now is an exciting time to be at Roxburghe Estates as we continue our transition into the next Ducal generation and seek new and exciting opportunities, particularly across our built environment, which will shape and sustain this thriving and historic rural business.

Based at the Estate Office, Floors Castle, the Apprentice Surveyor will join the fast-paced and dynamic Works Department. As an apprentice we will be looking for you to become the next generation of in-house professionals employed directly by the Estate and for you to take a key role in shaping our future.

The Works Department look after all maintenance activities across the Estate’s built environment, so as one might expect, the day-to-day is never humdrum. The Department carries out a full range of surveying and architectural duties for the Estate’s internal clients and the Apprentice Surveyor will support the delivery of these services by contributing towards the effective and efficient management of our property improvement programme as well as the Estate’s reactive, planned and cyclical maintenance activities.

Typical tasks for the Works Department include:

* Residential refurbishments, extensions and conversion projects.
* Sustainability and energy efficiency improvements.
* Planned and reactive repair inspections, specifications and instructions.
* New farm buildings and steading alterations projects.
* Condition surveys and dilapidation reports.
* Level and topographical surveys.
* Listed and historical building conservation.

**WORKING WITH US**

It takes a certain sort of person to flourish in such a multi-dimensional environment like Roxburghe Estates. Therefore, we look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing a warm welcome and amazing experiences.

**OUR VALUES**

Custodians Community Authenticity Drive Warmth

*“To understand, improve and develop our natural, heritage and built environments, allowing*

*them to flourish as sustainable businesses capable of making significant contributions to a*

*vibrant Borders community, now and for generations to come.”*

**WHAT YOU'LL BE DOING**

Here at Roxburghe Estates we accept that fulltime college or university study isn’t for everyone and we believe that shouldn’t be a barrier to talented individuals seeking a professional career.

As a professional apprentice, you will blend block release further education whilst being mentored by our Buildings Manager and Clerk of Works to give you the best relevant and practical onsite experience, enabling you to develop into the role of Building Surveyor and progress towards professional qualification.

During the apprenticeship period you will assist the Buildings Manager and Clerk of Works carry out the following duties:

Assist with measured building surveys and topographical surveys.

Support with condition and dilapidation surveys.

Liaise with tenants, staff and contractors.

Update property records.

Assist with project contract administration.

Contribute towards business case reviews of new projects.

Assist with building defect diagnosis.

Support with statutory applications.

Keep abreast of current best practice and relevant industry innovation.

**Is This Right for You?**

Taking on a professional apprenticeship is rewarding but isn’t for the faint hearted! You’ll be balancing a fulltime job as well as your degree level studies, so you must be committed and well organised. For you to be successful you should have a natural affinity to living and working in a rural environment and you should have a genuine interest in construction. Ideally you should have had some exposure to working within the built environment.

Our professional apprenticeship programme is fully funded and on satisfactory completion you will gain your degree, which will allow you to further progress to full professional qualification if you so wish. Training will also include time in relevant departments offering a broader understanding of how the business operates, allowing you to get involved in a variety of interesting and challenging work.

What’s more, you’ll be doing all of this whilst earning a competitive salary.

**ABOUT YOU – Personal Qualities**

We are looking for someone who is:

* able to fully embrace our values.
* enthusiastic with ambition and drive.
* committed to studying towards a degree level qualification.
* proactive and able to use initiative.
* able to work well within a team but also on an individual basis.
* willing to develop existing skills and acquire new ones.
* well organised with excellent communication skills.
* positive and good-humoured.
* Eligibility to work and live permanently in the UK.
* Hold a full UK Driving Licence (desirable).

**ABOUT YOU – Qualifications and Experience**

**Essential**

* You must be over 16 and you must be resident in Scotland before you start your apprenticeship.
* You’ll need to show that you have the right to live and work in the UK.
* You should have a minimum of four SQA Highers at Grade BBCC plus Nat 5 English and Maths at C.
* A genuine interest in construction, particularly traditional methods of construction and materials.
* Good IT skills with the ability to use MS Office and MS Excel, in particular.
* Good language and numerical skills.

**Desirable**

* Ability to use AutoCAD.
* Ability to use REVIT.
* A full and valid UK driving licence.

**WHATS ON OFFER**

* The opportunity to be a part of a team which operates within a dynamic and progressive organisational culture where innovation, independence and growth are highly valued.
* A competitive salary and appropriate benefits, based on qualifications and experience.
* A fully funded degree apprenticeship alongside real-world experience.
* Pension scheme.
* Ability to constantly develop and grow within your position through training opportunities and guidance.
* The opportunity to work and learn as part of a young professional team in an amazing environment.
* Suitable experience and support to prepare you for professional membership of CIAT or RICS, should you wish.
* A fun working environment where we care about you, your well-being, and your personal growth.
* Cycle to work scheme.
* Access to a pool vehicle for work related travel.

**HOW TO APPLY**

For further information or to apply, please send your CV with a cover letter, outlining your suitability for the role, to Kristoffer Smith at [hr@floorscastle.com](mailto:hr@floorscastle.com)