



KNOWSLEY HALL

RECRUITMENT PACK

APPRENTICE SURVEYOR



MAY 2025



INTRODUCTION

Thank you for your interest in this role and working at The Knowsley Estate, we hope that this recruitment pack provides you with the information that you need to pursue your application. Please ensure that you read all parts of this document in order to complete your application as requested and tailored to the role and person specification.

This pack contains the following:

- About the Knowsley Estate
- Benefits
- Shortlisting
- The Role
- The Person
- How to Apply



ABOUT THE KNOWSLEY ESTATE

Owned by The Earl and Countess of Derby, The Knowsley Estate is comprised of two operating entities. Firstly, Stanley Enterprise, the leisure arm of the business, focussing on outstanding quality of customer service and guest experience and home to two great Merseyside icons – Knowsley Hall (lovingly restored from Police offices over the last 25 years by The Earl and Countess of Derby) and Knowsley Safari (Founded in 1971 by 18th Earl, uncle of the current owner). The gardens created from scratch by Lady Derby and the Knowsley Parks & Gardens team. Stanley Enterprise is a legal partnership between Lord Derby & their older son Edward Stanley. Secondly, The Stanley Estate and Stud Company which operates the landed side of the business including farmland, residential properties and Stanley Grange Business Village. Further afield in Newmarket near Cambridge, is Stanley House Stud and which is where the family's 'Mare in a Million' Ouija Board lived.

The walled Park covers over 2500 acres and has been in the continual ownership of the Stanley Family since 1385 and from that time the history of the family has been closely intertwined with the history of the country. If you delve into the family's history, you'll discover that Lord Stanley was created the 1st Earl on the battlefield of Bosworth by Henry VII, the 14th Earl was Prime Minister three times, the 15th Earl was Foreign Secretary and the 17th Earl was Secretary of State for War during the First World War the ambassador to Paris. William Shakespeare and Edward Lear both worked and wrote at Knowsley.

The beautiful park was landscaped with the advice of Lancelot 'Capability' Brown in the 1770's. The park was extended in the nineteenth century and is enclosed by a stone wall 9 ½ miles long. At times in its long history, the park has contained a racecourse and (reputedly) a gold-mine.

At The Knowsley Estate, we know that ultimately, it is our staff's commitment and hard work that will drive us forward. It is our vision to value and invest in our people to inspire them to channel their pride and passion in their work towards our goals. We are committed to the personal development of our staff where aspirations can be met and opportunities are available.

SHORTLISTING

Candidates should ensure before they apply, that they have read through The Role and The Person thoroughly and that they meet the criteria outlined for this role as a minimum.

Due to the high volume of applications that we receive and our capacity, we regret that we are only able to contact those applicants that have been shortlisted to interview. If you have not heard from us within one month of the closing date, please note that we have decided not to take your application any further any time.



BENEFITS

- 33 days' annual leave (inclusive of bank holidays), increasing with service
- Access to a generous pension scheme
- Complimentary tickets to Knowsley Safari
- Free entry to affiliated zoo's and collections through BIAZA
- Discounts on a range of products and services offered by the Estate
- Estate Summer BBQ and Christmas Tea Party staff events
- Health Cash Plan to cover costs such dental and optical amongst others
- Employee Assistance Programme, counselling and support helpline to discuss any worries anonymously
- PERKS online discount scheme
- Thrive wellbeing app, full of tips and techniques to help you monitor and improve your health.
- Commitment to your personal development
- Cycle to Work scheme
- Celebration of Service awards
- Free car parking

THE ROLE

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|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| J O B T I T L E | Apprentice Surveyor |
| C O N T R A C T T Y P E | Fixed-term apprenticeship (with potential for permanent employment) |
| W O R K I N G H O U R S | Your normal working hours are to be worked 5 out of 7 days, averaging 40 hours per week as well as any other hours that are reasonably required for the fulfilment of your duties. You may be expected to work bank holidays and weekends however, this may vary and it may be necessary for you to work outside of these hours. |
| R E P O R T T O | Estate Manager |
| S A L A R Y | £26,000 gross per annum |

The following job description has been designed to give a clear definition of the role, but it is hoped that the employee will seek to develop the role to the best of their ability and that the role can be developed to make full use of their potential.

Purpose of the Role

This is an excellent opportunity for a motivated individual to begin their career in rural surveying through an apprenticeship route. As an Apprentice Surveyor, you will gain hands-on experience in estate management while studying part-time towards a professionally recognised surveying qualification, such as a Level 6 Chartered Surveyor Degree Apprenticeship.

You will support the Estate Manager and wider team in the day-to-day running of the estate and will be exposed to a wide range of property and land management tasks, helping to build the knowledge and skills required for a career as a Chartered Surveyor.

The Knowsley Estate is a historically significant and forward-looking mixed-use estate comprising residential, agricultural, and commercial property, a contract farming agreement, and a well-regarded shoot. The Estate also embraces conservation, heritage, and community engagement. The team works collaboratively to manage the land and property portfolio sustainably and effectively.

Main Duties and Responsibilities

Under supervision and with support from the team, the Apprentice Surveyor will:

- Assist with the management of the residential, agricultural, and commercial property portfolio, including tenancy administration, inspections, and basic maintenance coordination.
- Support rent reviews, lettings, and property compliance processes.
- Prepare and draft residential tenancy agreements in line with current legislation.
- Assist with the management and oversight of estate maintenance activities, including repairs and improvements.
- Liaise with contractors and suppliers to ensure effective delivery of works and services.
- Assist with the implementation of sustainable land practices that enhance productivity while safeguarding the environment.
- Monitor and evaluate land use and tenant adherence to best practices, assisting with the identification and implementation of diversification opportunities.
- Assist with regular inspections of estate properties and land to identify potential hazards and implement corrective actions as needed.
- Support the Estate Manager in the preparation of risk assessments and safety protocols for estate operations.
- Contribute to shoot organisation, record keeping, and estate-wide compliance.
- Liaise with owners, colleagues, tenants, contractors, and service providers.
- Prepare reports on various aspects of estate management for the Estate Manager and other stakeholders.
- Provide general administrative support, including managing correspondence, documentation, and filing.
- Assist in budgeting, record-keeping, and monitoring expenditure.
- Undertake training and professional development in line with the apprenticeship programme.
- Any other duties as specified by the Estate Manager.



THE PERSON

Essential:

- A keen interest in land, property, and rural estate management.
- Enthusiastic and willing to learn in a hands-on environment.
- Strong communication and interpersonal skills.
- Organised, reliable, and proactive in approach.
- Minimum of 3 A Levels (or equivalent) and eligible for enrolment on a Chartered Surveyor Degree Apprenticeship.
- Competent with basic IT (Microsoft Word, Excel, Outlook).
- Full UK driving licence and access to a vehicle.

Desirable:

- Some prior work experience in a rural, property, or customer-facing role.
- Familiarity with the countryside, farming, or estate settings.
- Interest in sustainability, heritage, and conservation.
- Understanding of tenancy legislation and agricultural operations.
- Familiarity with digital terrier and estate management systems

Training and Development:

The Knowsley Estate is committed to supporting the Apprentice Surveyor through their apprenticeship programme, including paid study leave, mentoring by a qualified surveyor, and exposure to a broad range of professional experiences. Successful completion of the apprenticeship can lead to a permanent role and progression toward chartered status (MRICS).



HOW TO APPLY

Please send your CV to recruitment@knowsley.com.

CLOSING DATE: Midnight on Sunday 08 June

INTERVIEW DATE: From 16 June

START DATE: ASAP

