



Property & Lettings Agent



ROXBURGHE
ESTATES

www.floorscastle.com



About Us

The estate has been part of the Scottish Borders since 1358. Everything we do, is to ensure that we continue into the next millennium. Through our longevity we have developed deep connections with the land and its people and we are guided by the principle that our operations benefit the health of the environment and the prosperity of local communities. We are not just enduring; we will constantly innovate and grow to maximise the potential of the region and land under our care so we will be a source of inspiration and a model estate for the 21st Century.

Passionate People

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Floors Castle. 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

COMMUNITIY

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.”



ROXBURGHE
ESTATES



Purpose of the Role

ROLE TITLE	Property & Lettings Agent	CONTRACT	Permanent
LOCATION	Roxburghe Estates Office	MANAGER	Buildings Manager
START DATE	November 2026		

ROLE SUMMARY

The primary focus of the role is driving the performance of our residential and commercial let properties as well as a high-quality holiday let. The overall objective for the Estate is to grow income and control liabilities across its assets, enabling the long-term sustainability of the business and its heritage. Our let portfolio is key to this success.

Alongside this, record keeping in connection with our let portfolio is vitally important. The Property & Lettings Agent plays a key role in the continued digitisation of existing records and transitioning our systems to software-based solutions.



ROXBURGHE
ESTATES



Key Responsibilities

- Leading the liaison with the tenants of the Estate's property portfolio including, cyclical property inspections, preparing accurate letting details & advertising properties to let, undertaking viewings, overseeing tenant referencing and wider tenant relationship matters
- Driving Portfolio Performance, carrying out rent reviews of residential and commercial properties
- Debtor management, minimising arrears
- Minimising and managing void periods
- Supporting the Works Department liaising with tenants in relation to repairs and maintenance
- Ensuring let properties comply with regulatory standards
- Overseeing the management of a high-end holiday let within the Castle grounds, including managing the cleaning team and liaising with the external holiday lettings agency to ensure optimal occupancy
- Be the super user of our IT based property management system to maintain and update property records.
- Implement digital systems of work.
- Provide support for members of the Estate & Land management team where required.

Hours of Work

Flexibility is important, but a base working week would be 37.5 hours comprising:
Monday - Friday



ROXBURGHE
ESTATES



About You - Personal Qualities

WE ARE LOOKING FOR SOMEONE WHO:

- Passion for what you do
- Positive and friendly with a “can do attitude”
- A natural attention to detail
- Ability to prioritise and organise
- Proactive & Self-sufficient
- Take responsibility for yourself
- Confident to make decisions and to stand by them
- Great negotiation and influencing skills
- Excellent communicator & interpersonal skills
- A sense of fun!

Qualifications and Experience

ESSENTIAL:

- Full driving licence
- Excellent organisational, IT and administrative skills
- Excellent communication skills, a love for working with people and ability to work under pressure from time to time
- Experience in property lettings
- A good understanding of landlord / tenant legislation



ROXBURGHE
ESTATES



Salary & Benefits

- £26,000 - £33,000
- Company pension scheme.
- A fun working environment where we care about you, your well-being, and your personal growth.
- Cycle to work scheme.
- Life insurance cover.
- Staff discounts in our Estate gift shops and cafés.
- Additional employee benefits to be discussed on appointment of this role

Applying for the Role

Please send a covering letter and CV, for the attention of Claire Bell, to hr@floorscastle.com.

The closing date for entries is 12 noon on Friday, 23rd of October 2026.



ROXBURGHE
ESTATES

