

CAMPBELL
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Property and Assets Manager

Recruitment Pack

November 2025



Your application

Thank you very much for your interest in this Property and Assets Manager post at Fold Housing. On the following pages, you will find details of the role and the selection process to assist you in completing and tailoring your application.

You will no doubt do your own due diligence, but do read this pack carefully as it will provide you with an overview of the organisation and role. After you have done that, please feel free to get in touch with me, so that we can talk through your offer and get a sense of how that aligns with what Fold Housing is seeking.

To apply, we will need the following from you:

- A CV. Make sure this confirms your current/most recent roles (you can sum up earlier roles, say before the last 15 years), tell us about your achievements so we get a picture of your skills and experience, and try to keep it to two pages or three at most;
- A personal statement. We want to hear about your motivation, why this role/ organisation, and you will also want to evidence how relevant your offer is by highlighting your key governance and regulatory experience/achievements; and
- The declaration form, which is accessible via the role page on our website and includes space to indicate if you cannot attend any of the interview dates.

Please submit your completed application documents using the online form, which is accessible via our jobs page: www.campbelltickell.com/jobs. You will receive an email confirmation and see an onscreen confirmation message after submitting your application, but if you have any issues, you can call 020 3434 0990.

The role closes at 9am, Monday, 5th January 2026. Please ensure we receive your application in good time.

Do contact me if you wish to have an informal discussion about the role and organisation, or if you have any other questions to help you decide whether to apply.

Kind regards,

Sewa Adebayo

Recruitment Consultant, Campbell Tickell
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Welcome Letter

Dear Candidate,

Thank you for taking the time to find out about Fold Housing and this exciting role as Property and Assets Manager. Fold Housing is an Approved Housing Body with a proud track record of delivering and managing specialist homes for older people, including independent living and two residential care homes, as well as general housing for families and single people in Ireland, complemented by a strong commitment to person-centred care. Since our establishment in 2001, we have grown significantly and will have over 850 homes in management by the end of 2025, and a pipeline delivery of at least 100 homes each year for the next 3 years.

It is an exciting time to be joining Fold Housing. Our Corporate Strategy (2025–2027) focuses on delivering high-quality, affordable homes for older people, empowering our residents to live fulfilling lives, and strengthening the communities we serve. With significant growth planned over the coming years, you will play a vital role in delivering on the objectives by ensuring our homes are safe, well-maintained, sustainable, and designed to support a great quality of life for older people.

Like all housing providers, we face a challenging operating environment, from increasing regulatory requirements to rising expectations around sustainability and service delivery. However, we feel that we are in a strong position. We have a clear strategic direction, a dedicated and skilled team, solid financial foundations, and a well-defined pipeline of new homes.

The Property and Assets Manager will lead a dedicated team, and also work closely with me, the Director of Housing and Care. We have a great mix of skills and experience within our Housing and Care Services department, and we are all excited to work with our new Property and Assets Manager, who will bring energy, great leadership skills and new ideas across the department.

You will be responsible for ensuring that our homes and communities are maintained to the highest standards and that we continue to invest wisely in our asset base. Your leadership will directly support our strategic goals to deliver excellent homes, ensure sound financial sustainability, and uphold operational excellence across our housing and care services. We are seeking a dynamic Property & Asset professional to lead our repairs and asset management services, driving excellence in service delivery and long-term investment.

If you are passionate about housing and the pivotal role it can play, and this sounds like the right challenge for you, then I look forward to meeting you. Please do speak with Campbell Tickell, who are supporting us with this recruitment, to learn more.

We look forward to receiving your application.

Yours sincerely,

Martina Conroy
Martina Conroy
Director of Housing and Care

About Fold Housing

Established in 2001, Fold Housing is an Approved Housing Body (AHB) and registered charity dedicated to delivering high-quality homes, services, and care for older people, including independent living and two residential care homes, as well as general housing for families and single people across Ireland. Fold has grown into a leading provider of social housing, housing with care, and specialist support services for older people. The organisation is also approved by HIQA for the delivery of care services.

Fold manages a property portfolio valued at €193 million, with plans to expand this to €332 million by 2027. We have grown significantly and will have over 850 homes in management by the end of 2025, and a pipeline delivery of at least 100 homes each year for the next 3 years, demonstrating a sustained commitment to meeting Ireland's growing need for high-quality homes for older people. Fold operates across six Local Authority areas, including: Dublin City, Dún Laoghaire–Rathdown, Fingal, South Dublin, Louth and Meath.

As Ireland faces a significant demographic shift, the need for quality housing and care options for older people has never been more important. Fold continues to build partnerships, influence policy, and innovate in response to emerging needs, while maintaining first-rate service delivery and operational excellence.

As Fold continues to grow, it remains committed to transparency, compliance, and best-practice governance, ensuring the trust of residents, partners, regulators, and funders. Through continued collaboration, community engagement, and strategic investment, Fold is working towards a future where older people across Ireland have access to the quality homes, services, and support they need to live well and independently.

Further information and our team

- Our Senior Management Team can be viewed [here](#).
- The Board can be viewed [here](#).
- Annual Review & Accounts 2024 can be viewed [here](#).
- For further details about Fold, you can visit our website [here](#).

Vision, Purpose and Values

►► Our Vision

A society where older people have a great quality of life and choice.

►► Our Purpose



To develop and manage homes that older people want to live in



To empower residents to live fulfilling lives and foster thriving communities



Work towards delivering a new model of housing at Fold where care is available if needed

►► Our Values



Integrity

Being open and honest about what we do, how we do it and why. Being responsive to the views of our partners and ensuring that our governance meets best practice.



Excellence

Providing quality services to our residents, keeping them at the centre of everything we do. Ensuring that our team have the leadership and supports to enable them to deliver the highest standards in everything we do.



Creating Value

Using our resources to best effect in pursuing our objectives. Prioritising sound financial management, achieving value for money and protecting future sustainability.



Respect

Creating an environment where all residents, colleagues and partners are treated fairly and equitably.

Role profile

Reports to: Director of Housing and Care

Responsible for: Estates Officer, Maintenance Officer, Property Inspector, Business Support Officer

Primary Objectives

- Lead delivery of Fold's Repairs and Asset Management services, providing exceptional customer service.
- Manage and lead the property and asset management team.
- Oversee and implement Fold's Asset Management Strategy.
- Appoint and oversee contractors in the provision of Fold's responsive repairs service, cyclical and planned maintenance programmes.
- Provide property technical advice across the organisation.
- As a member of Fold's middle management 'Operations Team', be a collaborative leader across the organisation.

Key Responsibilities and Accountabilities

Operations - Asset Management & Response Maintenance

1. Deliver a high-quality responsive repair service.
2. Develop and lead on performance and monitoring systems & processes in relation to all Repairs, Maintenance, and cyclical Service KPIs, providing regular analyses and reports on all aspects of R&M service delivery.
3. Lead & oversee operational & commercial performance of all asset management activities, working collaboratively with contractors, management companies and tenants to deliver an effective, efficient and high-quality asset management service & continuous service improvement.
4. Lead Asset Management procurement activities, including identification of requirements, specifications, tendering, procuring, and managing contracts to deliver our responsive repairs service and maximise investment for planned and cyclical works.
5. Lead role in the development of Fold's environmental and sustainability agenda.
6. Ensure stock data and knowledge are accurate and up to date, enabling effective investment decisions, including the delivery of an ongoing programme of stock condition surveys and development of internal property information processes.
7. Identification and implementation of specific projects involving assets, working with external consultants and partners, and liaising with all relevant stakeholders.
8. Provide advice and technical assistance to all Fold Officers and residents as required.
9. To support and respond to audit requirements, both internal and external.

Financing the Service

10. Oversee budgetary management and the production of contract accounts and financial reports across all repairs and maintenance budgets.
11. Exercise budgetary and effective financial management controls for all asset management services.
12. Develop and manage a relevant budget for repairs, maintenance, and improvement works.
13. Produce detailed long-term investment programmes, maintaining a 30-year projection of maintenance spending.
14. Lever additional resources and partnerships to reduce investment costs, including meeting sustainability/greening agendas.

Customer Service & Tenant Engagement

15. Model and promote the highest standards of customer service, committing to excellence and continual improvement.
16. Support and facilitate Fold's tenant engagement strategy, leading on projects relevant to the repairs and asset management service.

Health & Safety.

17. Ensure a strong culture of health, safety and well-being across the service to protect team members, contractors, suppliers and tenants through the delivery of all asset management services.
18. Ensuring that the organisation's portfolio meets, and continues to meet, regulatory legislative standards.
19. Ensure compliance with all relevant legislation and health and safety requirements regarding asset management and repair programmes.
20. Participate in the development of risk assessments for landlord and asset management services.

New Development

21. Providing technical due diligence and life cycle cost assessment of new business opportunities.
22. Work with the Development Team to ensure effective property oversight as part of the scheme appraisal process.
23. Collaborative working to oversee effective property handovers to housing and management of the defect liability period.

Systems and Reporting

24. Manage the property function through the development and maintenance of meaningful policies, procedures and measures that are used to continuously improve the service.
25. Support the identification, development, and implementation of systems for recording and reporting of property services functions, including the implementation of new IT software and other innovations.

26. Provide metrics and reports to the Board, Executive and Operations Teams, the wider business and externally as appropriate. The presentation of metrics and information must support the use of data to enable increased understanding and effective decision-making.

Leadership / People Management

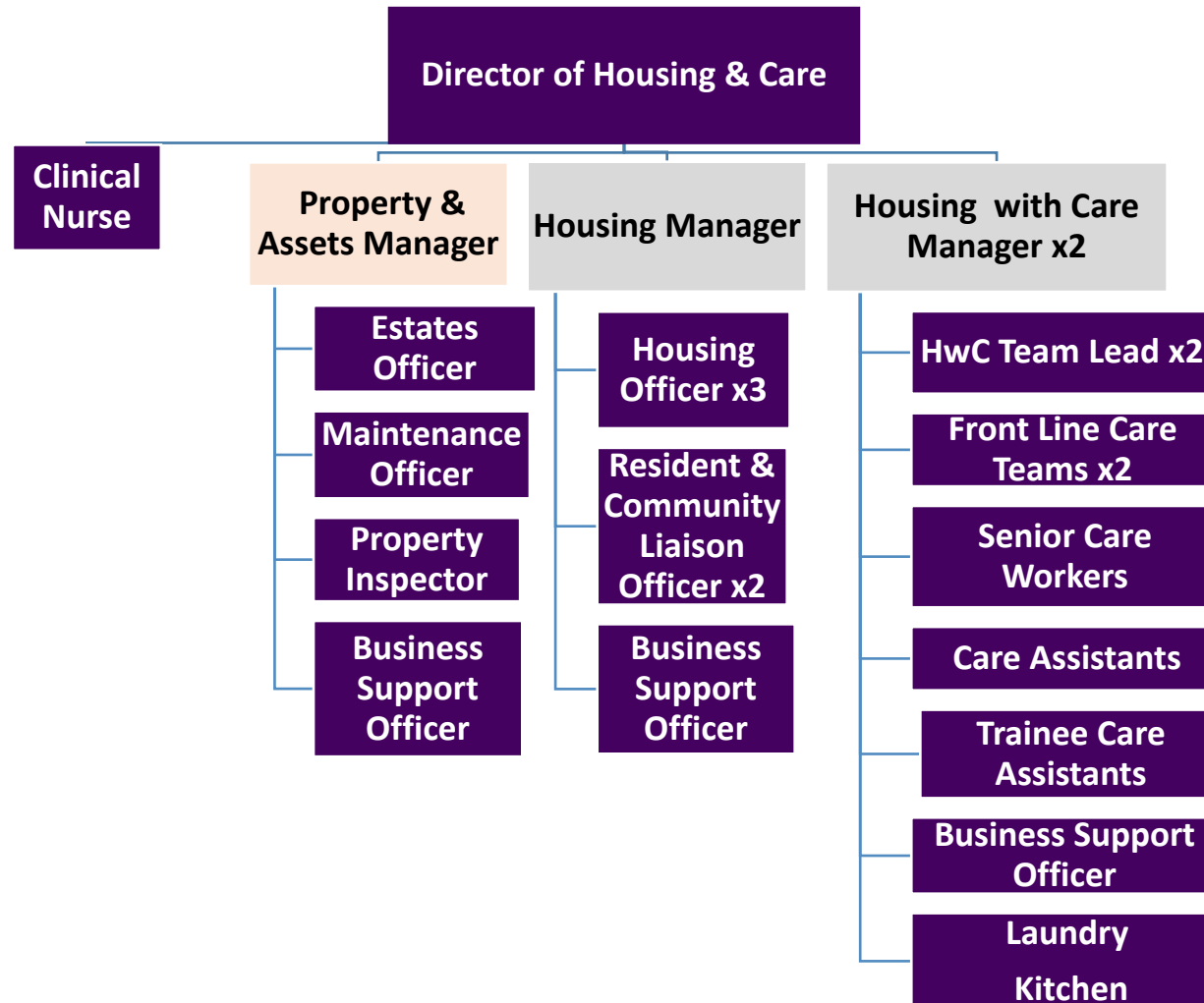
27. Collaborate with colleagues across the business and different teams, always applying a “one team approach” to leadership, operations and achieving Fold’s goals and ambitions.
28. Promote a culture that delivers excellence and meets Fold’s vision and mission in line with our values.
29. Be at the forefront of colleague engagement activities at both the organisation and team level.
30. Support, educate and develop direct reports and your direct team to ensure that they have the right skills and tools to deliver excellent services and are given opportunities to develop and excel at Fold.
31. Maintain a strong understanding of the operational aspects of the business through investing time with direct reports.
32. Collaborate with our People and Culture Team to ensure the best candidates are recruited to the team, develop a thorough induction plan and actively manage the probation process.
33. Work with the People and Culture Team to ensure Fold remains competitive for the roles within your remit.

Person specification

ESSENTIAL CRITERIA	ESSENTIAL	DESIRABLE
Specialist role-related knowledge, specifically building surveying, contract management and building pathology	√	
Evidence of successful project management, specifically the full life cycle of scoping, procuring, and managing repairs, cyclical and planned maintenance contracts	√	
Knowledge of Health and Safety legislation and compliance within a facilities management and construction setting	√	
Communication skills – verbal and written, report writing, presentation	√	
IT Literate, including sound experience of property and asset management information systems and associated reporting packages	√	
Experience in developing productive relationships with internal and external stakeholders	√	
Experience of being part of a successful team, taking personal ownership and responsibility for meeting shared goals	√	
Experience in leading and managing a team successfully		√
Track record of developing and implementing policies and procedures		√
QUALIFICATIONS (Demonstrate on Application Form)		
Third-level qualification (minimum level 6) in building surveying, construction management, engineering, or a relevant technical/building discipline	√	
Evidence of willingness to undertake professional development	√	
Full valid driver's license and access to a car/able to fulfil any mobility requirements of the post	√	
Membership of a relevant professional body		√
SKILLS AND ABILITIES		
Flexible and effective work style	√	
Ability to work with people, showing empathy and discretion	√	
Excellent communication skills at all levels – verbal and written	√	

Highly developed presentation skills for different audiences	√	
Evidence of both an analytical approach to the use of metrics and also results-focused focus	√	
Evidence of ability to work as part of a team and on own initiative	√	
Evidence of a problem-solving approach to people management issues	√	
Evidence of an attention to detail, which persists under pressure	√	
Evidence of ability to work with minimum supervision	√	

Organisational Structure



Key terms and conditions

Remuneration

€66,700 - €77,600 per annum, dependent upon experience.

Additional benefits

We offer a range of benefits for our employees, including a bike to work scheme, a company pension, employee assistance program, on-site parking and a wellness program.

Annual holiday entitlement

You'll be entitled to 22 days' annual leave, rising with length of service to a maximum of 25 days.

Working hours and location

Normal hours of work are 35 hours per week, based around the usual business working week.

However, due to the seniority of this post, there is a requirement for flexibility in meeting the full responsibilities of the post.

Our office is at Northwood Office, The Crescent Building, Santry Demesne, Dublin 9, D09 X8W3, Ireland.

We operate on a hybrid home/office arrangement: 3 days per week in the office and 2 days from home.

Occasional travel will also be required to fulfil the requirements of the role.

Probation and notice period

The probation period is six months. Notice period thereafter is one month.

Key dates and the selection process

Closing date: Monday, 5th January 2026 at 9 am

The client meeting to agree on longlisted candidates will take place on **Thursday, 8th January 2026**
We will be in touch to let you know the outcome of your application by the end of this week.

Interview with Fold Panel: Wednesday 14th January OR Thursday 15th January 2026

Candidates will be interviewed by a panel from Fold Housing.

Details will be confirmed as part of the final stage process.

If you are unable to attend any of the identified dates for interviews, please speak to Campbell Tickell before making an application.

Property and Assets Manager

€66,700-€77,600 | Dublin | Hybrid

Fold Housing is a leading Approved Housing Body (AHB) and care provider dedicated to delivering high-quality homes and services for older people, including independent living and two residential care homes, as well as general housing for families and single people across Ireland. With over 1,000 residents and a growing portfolio of over 850 homes in management by the end of 2025, we are entering an ambitious phase of development guided by our 2025–2027 Strategic Plan. Our purpose is simple yet critical: to develop and manage homes that older people want to live in and to empower residents to live fulfilling lives.

We are now seeking an experienced Property & Assets Manager to oversee the effective management, maintenance, and long-term sustainability of our housing portfolio. This role is central to ensuring our homes remain safe, high-quality, and supportive of a great quality of life for older people.

You will bring solid experience in property and asset management, strategic leadership, and lead our development and growth plans. You'll be proactive, collaborative, and aligned with Fold's values of excellence, integrity, respect, and creating value.

This is a fantastic opportunity to join a mission-driven organisation delivering meaningful impact for older people across Ireland.

If you're passionate about housing and want to help shape Fold's future, we'd love to hear from you.

Contact Sewa Adebayo at Sewa.Adebayo@campbelltickell.com to arrange a conversation. You can download a job pack at www.campbelltickell.com/jobs/

Closing date | Monday 5th January 2026 at 9 am.



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