

## RESIDENTIAL LETTINGS MANAGER

*Lead one of the Cotswolds' most respected property businesses  
and help shape the future of our growing lettings department.*

Tayler & Fletcher is a long-established firm of Auctioneers, Chartered Surveyors and Estate Agents with four residential offices across the Cotswolds. Following the imminent retirement of our longstanding Lettings Manager, we are seeking an experienced, energetic and commercially minded professional to lead our centralised residential lettings department based in Bourton-on-the-Water.

This is a hands-on management position supported by a dedicated team. The successful candidate will oversee all aspects of residential lettings, from winning new instructions and marketing properties to identifying suitable tenants, preparing tenancy agreements, ensuring compliance, managing client relationships and providing effective team leadership.

### Key Responsibilities:

- Lead, manage and develop the residential lettings department and its team.
- Oversee managed and unmanaged property portfolios ensuring the highest professional standards.
- Ensure full compliance with the Renters' Rights framework, current housing legislation and established tenancy procedures, including Assured Periodic Tenancies.
- Use Alto software to maintain accurate records and ensure efficient workflows.
- Develop strong relationships with landlords, tenants and colleagues across the business.
- Drive new instructions, increase fee income and identify opportunities for departmental growth.
- Monitor key performance indicators and maintain excellent levels of customer service.

### About you:

We are looking for someone with:

- Substantial residential lettings experience, ideally at senior or management level.
- An excellent understanding of current tenancy legislation, including the Renters' Rights Act and "Register your rental property" service from 15 December 2026
- Strong organisational, negotiation and communication skills.
- A professional, approachable and confident manner when dealing with clients and colleagues.
- Experience using Alto and Microsoft Office is desirable.
- Commercial awareness, excellent attention to detail and a proactive approach.

**Salary:** Competitive and dependent upon experience

**Start Date:** As soon as possible

**To apply, please send your CV and covering email to Matthew Harvey  
[matthew.harvey@taylerandfletcher.co.uk](mailto:matthew.harvey@taylerandfletcher.co.uk)**