

INFORMATION PACK

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**RURAL GRADUATE SCHEME**

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SEPTEMBER 2022

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### 1. About Us

Bowlts Chartered Surveyors is an independent practice of rural Chartered Surveyors, established in 1991. The firm has its roots in land agency and rural property consultancy but over the years has successfully expanded and developed and now offers a wide range of related services including:-

- rural estate and property management;
- valuations;
- estate agency;
- compensation matters;
- renewable energy development;
- forestry management;
- planning/architectural services;
- mapping and GIS services;
- accounts and book-keeping services.

We are a small, friendly team, with approachable staff, who can provide a wealth of knowledge.

The firm currently employs of 15 staff, based at our office near Elgin, with four rural practice chartered surveyors, three foresters and one trainee forester, a chartered architect, a mapping and GIS co-ordinator, two accounts/book-keeping staff and three administration staff.

Some staff are based full-time at our Elgin office, others work remotely and some adopt a more hybrid approach and we are always open to discussions on what works best for our team as well as the firm.

We consider ourselves a modern and progressive firm, providing an excellent working environment and flexible working arrangements. Whilst a small team, we have always committed to investing in our IT systems which allow full remote access for easier flexible working.

Our surveyors undertake training and assessment in order to become Members of the Royal Institution of Chartered Surveyors and maintain their expertise through undertaking Continuing Professional Development which is supported through Bowlts' Investors in People accreditation.

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## 2. **About the Role**

We welcome applications from graduates studying an RICS accredited degree, although we also welcome applications from those studying non-accredited degrees looking to follow a career in property.

You will benefit from hands on experience and training from the beginning of your employment, with regular, ongoing CPD opportunities available. Full training costs are covered by the firm, including professional membership costs and attendance of training courses, with an ongoing commitment to all staff to facilitate training throughout the year.

Throughout your APC training period, you will be working with our knowledgeable team. Initially the focus will be to develop your technical and practical knowledge whilst gaining the experience required to provide a strong basis for a career in the property sector.

To begin with, this will involve shadowing and learning from our senior staff across the full range of APC competencies, with the chance to take on your own projects as your confidence and experience grows.

As you move through the training process and gain confidence, experience and knowledge, attention will move to APC preparation including seminars, practice interviews and coaching.

We offer a dedicated supervisor/counsellor as well as presentation training, mock interviews, study leave prior to exams and access to APC assessors who are able to provide invaluable knowledge on what is required to pass.

As part of our Investors in People accreditation, each member of the team has an annual appraisal, offering the opportunity to take stock of achievements, provide feedback and plan ahead.

## 4. **Benefits**

Benefits offered by the firm include:-

- Competitive salary package;
- Company contributory pension scheme (Royal London);
- Generous holiday allowance, increasing after four years continuous service;
- Flexible working;
- Company laptop and mobile phone;
- Annual training budget;
- Enhanced sick pay arrangement;
- Optional private medical insurance with access to a range of support services (company contribution);
- Cycle/

- Cycle to Work Scheme;
- Childcare scheme;
- Compassionate leave;
- Permanent contract;
- Maternity/shared parental/adoption leave;
- Team building events.

## 5. **Recruitment Process**

Applications for 2023 are now open – please submit your application (CV and covering letter) to [nikki@bowlts.com](mailto:nikki@bowlts.com).

If you would like to have an initial informal chat or are interested in joining us for a taster day, please feel free to contact Nikki who will be pleased to assist you.

Nikki Harvey

Tel: 01343 610828

Email: [nikki@bowlts.com](mailto:nikki@bowlts.com)

Please visit <https://www.bowlts.com/recruitment> for further details on our graduate opportunities.