

**University of Cambridge**  
**Subsidiary Company Director**  
Portal Estate Management Ltd (10638887)

**Opportunity to Participate in Overseeing the University's Estate Management Services at Eddington. The University of Cambridge is seeking external directors for its estate management company, Portal Estate Management Ltd.**

The Estates Division of the University of Cambridge is seeking applicants to serve as directors on this important wholly-owned subsidiary company which was incorporated in 2017 for the purpose of providing estate management services across the Eddington development in North-West Cambridge. The Company is responsible for the management and maintenance of the Estate's common area which is funded through an Estate Service Charge. The company is a not-for-profit organisation and the cost of its operations, including staffing, is recharged at cost through an Estate Charge levied on properties within the Estate, apportioned between the classes of property and linked to floor areas. Operational delivery of estates management services is undertaken by the University's Housing Services team and their contracted supplier(s) on behalf of the Company.

As the Eddington Estate continues to expand, in particular in respect of private owner occupiers of residential property, the company is looking to recruit additional directors to the Board, in particular, those with current or recent experience in a senior position in an estates management related role to support and advise at a strategic level.

To apply to join this Company, please submit your CV with a covering letter, to Francoise Jarvis, the Head of Corporate Governance at the Estates Division: [francoise.jarvis@admin.cam.ac.uk](mailto:francoise.jarvis@admin.cam.ac.uk). This is a non-remunerated role, although expenses are covered for attending meetings.

Further information is included in the Role Descriptor and Responsibilities document and the company Terms of Reference which can be obtained from Francoise Jarvis, contact email above.

The closing date for applications is 14 April 2025. Shortlisted applicants will be invited to interview.