



Job Advert - RMO Manager

Job Title	Manager of Resident Managed Organisation (RMO)
Employer	Convent Co-operative
Responsible to	Chair, Convent Co-operative Management Committee
Location	Convent Estate, Central Wandsworth SW18
Employment type	Permanent; part time (0.8 FTE)
Salary (gross)	£42K - £47K (dependent on experience) pro rata

The Role

Convent Co-operative is seeking a dynamic RMO Manager. This is a site-based role running the office with the support of a part time staff member and providing a comprehensive housing service to the residents of this small and friendly estate. You'll be responsible for:

1. Estate management and maintenance
2. Resident engagement and support
3. Procurement and contract management
4. Financial management
5. Rent and service charge collection
6. Line management of a staff member
7. Supporting Convent Co-operative's Management Committee
8. Liaising with Wandsworth Borough Council

About You

You're a people-first, hands-on housing professional who enjoys being visible on the estate and getting things done. You're as comfortable talking with residents as you are managing budgets, compliance and contractors. You value working alongside the resident-led Management Committee, keeping the whole estate running smoothly today and helping to shape its future.

About Convent Co-operative

Convent Co-operative is a resident-managed organisation (RMO). It has been run very effectively at arm's length from Wandsworth Borough Council (WBC). We are proud of consistently demonstrating excellent outcomes and service quality in the WBC Co-ops quarterly reports. It's a small, friendly estate of 110 properties, comprising 34 social housing tenancies and 76 leasehold and freehold homes in low-rise 1980s blocks and houses set within attractive gardens. The Co-operative is governed by a voluntary Management Committee drawn from residents.

Benefits

- Contributory pension scheme
- 20 days annual leave plus statutory holidays
- Free parking
- Pleasant working environment

How to Apply

See <https://www.conventcoop.org.uk/work-with-us/> for the Job Description, Person Specification and an application form, which should be completed and returned to convent.estate.recruitment@gmail.com by 23:59 **Friday, 29 May 2026**.

Contact convent.estate.recruitment@gmail.com for queries.



Convent Co-operative
15 Chesterton Close,
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Convent Co-operative is committed to equality of opportunity in employment. We welcome applications from all parts of the community.