BLOC

JOSHUA ROBERT

CANDIDATE INFORMATION PACK

Block Manager

Location: Birmingham (Office Based)

Presented by Joshua Robert
on behalf of Bloc



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About Bloc

Bloc Property Management is a Birmingham-based block and estate management business, looking after a growing portfolio of mostly new-build residential developments across England.

Bloc manages buildings delivered by its parent company, the Prosperity Group, and the group's joint-venture partner, ALB, so it does not tender for contracts. That gives Bloc a stable, growing portfolio and lets the team focus on what matters: keeping buildings safe and compliant, and giving leaseholders a service they can trust.

Today, Bloc manages 11 residential and 2 commercial assets, around 800 homes in total, across Birmingham, Nottingham, Chesterfield, Halifax, Birkenhead and beyond. Most of the stock is new, and three of the buildings are high rise. Two more residential schemes are due to join the portfolio between November 2026 and Q1 2027, and the portfolio is expected to grow to more than 20 buildings by the end of 2028.

Portfolio Highlights

c.800	13	20+
Residential units under management	Residential and commercial assets today	Buildings expected under management by the end of 2028

How Bloc Manages Its Buildings

Health & Safety

Fire safety, risk assessments and statutory checks

Service Charges

Budgets, year-end accounts and credit control

Works & Contractors

Procurement, Section 20 and remedial works

Leaseholder Communication

Quarterly updates, Q&A sessions and online repair reporting



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The Opportunity

Job Title	Block Manager
Company	Bloc Property Management
Portfolio	c.800 residential units across 13 assets, shared with a second Block Manager
Location	Birmingham office-based, with site visits across the portfolio
Salary	£30,000 – £35,000
Reporting To	Portfolio Director

Bloc is looking for a Block Manager to join its Birmingham team and help manage a growing portfolio of mostly new-build residential blocks.

This is a hands-on residential block management role, with health and safety at its heart. The team runs with two Block Managers who share the portfolio and cover for each other through leave and absence, working closely with the Portfolio Director and the Service Charge Finance Manager.

Because the business looks after its parent group's own buildings rather than chasing management fees, expectations are high. The role suits someone who wants to build a long-term career in block management, with structured training and room to grow as the portfolio does.

Why now?

Over the past year, the business has been restructured under its Portfolio Director, with clear processes in place and a Service Charge Finance Manager joining in December. Following an internal promotion and a change in the team, and with two more schemes due to join by Q1 2027, it is now looking to appoint a second Block Manager.



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The Role

The Block Manager will help run Bloc's residential and commercial portfolio, keeping every building safe, compliant and well managed, and giving leaseholders a service they can trust.

Role Responsibilities

The Block Manager will:

- Keep health and safety compliance at the centre of the role, managing fire risk assessments, asbestos and water hygiene reports, and statutory inspections such as lifts, fire alarms and emergency lighting
- Work within the legislation that governs block management, including the Building Safety Act 2022, the Regulatory Reform (Fire Safety) Order 2005, the Landlord and Tenant Acts 1985 and 1987, and high-rise building requirements
- Carry out regular site inspections, produce clear reports and follow up actions with contractors
- Manage repairs and maintenance, including warranty defects referred back to the developer in a building's first year
- Prepare annual service charge budgets, monitor spend, approve invoices and support year-end accounts with the Service Charge Finance Manager
- Appoint and manage contractors, run Section 20 consultations and oversee major and remedial works
- Act as the main point of contact for leaseholders and residents, including AGMs and leaseholder Q&A sessions
- Support arrears recovery, balancing empathy with a firm approach when service charges go unpaid
- Keep property records, insurance and compliance documentation accurate and up to date
- Provide cover for the other Block Manager during leave and absence

Definition of Success

- A structured induction with the Portfolio Director, learning the SOPs and the way the business works
- Every building safe, compliant and inspected on schedule, with accurate records
- Leaseholders who feel informed and well looked after, including when things go wrong
- Service charge budgets delivered on time, with costs kept under control
- Ready to grow with the portfolio, with two more assets onboarding by Q1 2027 and more than 20 buildings expected by the end of 2028
- Up to date with new legislation, with the initiative to find answers when they are not obvious



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The Ideal Candidate

Bloc wants someone who cares about people and buildings in equal measure: empathetic with leaseholders when things go wrong, and firm when they need to be.

Candidate Profile

- Around 3 to 4 years' experience in block management or a closely related area. The job title matters less than the experience: Assistant Block Manager, Block Management Coordinator, Assistant Property Manager, residential property management and Build to Rent backgrounds are all welcome
- Working knowledge of block management legislation, including Section 20 consultation, service charge accounts, Sections 18 to 30 of the Landlord and Tenant Act 1985, the 1987 Act and high-rise building safety
- The confidence to find the answer when you don't know it, and to keep up with new legislation
- A serious approach to health and safety and an understanding of its legal weight
- A stable career history, with real commitment shown to previous employers
- Highly organised, with strong communication skills and the ability to manage several priorities under pressure
- Happy to work from the Birmingham office five days a week, alongside site visits

What Matters Most

Attitude counts for more than ticking every box. The Portfolio Director mentors the team and has SOPs ready for whoever joins, so a genuine willingness to learn matters more than having done it all before.

Hungry to learn
Wants to learn and grow in block management

Thinks for themselves
Bright, curious and able to think outside the box

Grounded and ethical
Professional, with strong ethics and good judgement

Resilient
Delivers professionally, even on a bad day

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Why join Bloc?

This is a role for someone who wants to build a career in block management, not just fill a seat.

Bloc is a growing business with a pipeline of new developments coming through. Time here gives you broad, hands-on experience and a solid foundation for a long-term career in residential property.

Why This Role Stands Out

- The backing of a developer-led parent group, with a stable portfolio and no tendering or fee chasing
- Mostly new-build stock, with warranty cover in a building's first year and lighter day-to-day maintenance
- Hands-on experience across high-rise, mixed-use and new-build blocks
- Genuine development: structured training, SOPs, mentoring and a track record of promoting from within
- A growing portfolio, with two more residential schemes due to join by Q1 2027

Team & Culture

Bloc is a small, professional team with high standards, because it looks after its parent group's own buildings.

The team is led by the Portfolio Director, who is structured, direct and candid. She likes clear processes, expects people to deliver, and invests heavily in those who show drive and a willingness to learn.

With a team of four, everyone is flexible and covers for each other, working together from the Birmingham office Monday to Friday, with site visits across the portfolio.

Bloc wants people who trust the business, take pride in their work and want to grow with it over the long term. The right attitude matters most: curious, switched on, resilient, and caring but firm.



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Benefits Package

Bloc offers a range of benefits, including:

- 21 days' annual leave plus bank holidays
- Automatic enrolment into the company pension scheme after probation
- Monday to Friday, 9:00am – 5:30pm, in a professional Birmingham office
- Structured onboarding with the Portfolio Director, using Bloc's SOPs
- Mentoring and ongoing training from the Portfolio Director
- Career development within a business that promotes from within



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Contact

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