

Recruitment of Grounds and Facilities Manager

Avoncroft Museum of Historic Buildings seeks to appoint a thorough, energetic, and undaunted Grounds and Facilities Manager to be responsible for the care, maintenance and overall presentation of the built and natural environment of the site as a museum and heritage attraction, operating as part of an independent and co-operative senior management team.

Following the Covid-19 pandemic the museum has had to radically restructure in order to both save costs and allow for future expansion of the visitor offer. The recruitment of a new Director in February 2021 was the start of this exciting process to restore the museum to being a popular, financially viable museum and tourist attraction.

The recruitment of a Grounds and Facilities Manager is the next step in ensuring that the museum's infrastructure is brought up to date and made fit for purpose, and that there are deliverable plans for ongoing maintenance of buildings, grounds and facilities to enable the Museum to thrive in the future.

Background

Avoncroft Museum of Historic Buildings is part of a Europe-wide movement of open-air museums, regionally significant, and in its portrayal of vernacular architecture, nationally important. It is an independent museum, receiving no financial support from local or national government. It is dependent on raising all its own income through paying visitors, retail, catering, events, courses, charitable grants and donations and use of the potential of the site.

The buildings that comprise the core of Avoncroft's collections have been given or acquired over 50 years with the aim of saving historic buildings at risk. These buildings, of which 11 are Grade 2 listed and one is Grade 2* listed, sit amongst 19 acres of landscaped grounds and historic gardens.

The museum has a loyal following regionally and surveys show good levels of visitor satisfaction. Locally, the grounds are popular with members, particularly families with young children and dog walkers.

Recent history

In 2017, staff and trustees worked together to produce a long term vision for the Museum which it was anticipated would guide future decisions: <https://avoncroft.org.uk/wp-content/uploads/2019/10/Avoncrofts-20-Year-Vision.pdf>. This was well received by funders, members and supporters. Trustees and senior staff are about to review this document in the light of recent events.

During the Covid-19 pandemic over £300,000 was raised in emergency funds and donations allowing the museum to reopen on a restricted basis in July 2020 and generate some much-needed income in order to keep it a going concern.

At the start of 2021, a number of staff were made redundant in order to secure the future of the Museum. A new Director was appointed in February 2021 to lead the recovery and rebuilding of the Museum.

The focus in 2021 was to be open and to be profitable, which was achieved from May 2021 with minimum staffing and lots of volunteer support. This has ensured that the Museum has a more stable financial basis to build on in 2022.

We now need to grow our staff and volunteer teams to deliver a better service for visitors, deal with a backlog of maintenance and grounds work, and to plan for a thriving museum in years to come.

The post of Grounds and Facilities Manager is a vital part of the new senior management team which will support the Director in developing and implementing a recovery plan for the Museum. The postholder will be expected to work very collaboratively within a small team framework, and to build their own team of staff, volunteers and contractors to deliver the recovery plan.

Please note that while this is a senior management team position, all members of staff need to be prepared to be flexible and hands-on in delivery of our day-to-day offer, especially while staffing and budgets remain constrained through the process of recovery.

Application Process

Application

Please send your CV and a covering letter to us **by email by 9am the 31st January 2022.**

Please ensure that your CV and covering letter address the Person Specification criteria, as this is what we will shortlist against. Please also explain in your covering letter why you think you are the right candidate for this post.

Covering Letters and CV's to: HR@BVT.org.uk

Headed: 'Ref: Avoncroft Grounds and Facilities Manager 2022 recruitment'

Applications are being processed by Bournville Village Trust on behalf of Avoncroft Museum. BVT are long term supporters of Avoncroft, but this post is not linked to BVT in any way.

Shortlisting will take place week beginning **31st January 2022** and shortlisted candidates will be notified as soon as possible thereafter.

Interviews

Interviews will take place **on the 8th February 2022.**

1. Interviewees will be shown round the museum by staff who are able to answer your questions.
2. Interview – You will be asked to deliver a presentation and have a formal interview.
3. We will not seek references unless you give permission.
4. We will inform the successful candidate quickly and the offer will be subject to satisfactory references.