

Job Description

Job Title	Grounds and Facilities Manager
Organisation	Avoncroft Museum of Historic Buildings
Location	Bromsgrove
Type	Full-time, permanent post
Rates of pay	£27,000 - £30,000 per annum
Reports to	Director
Responsible for	<ol style="list-style-type: none"> 1. Safe maintenance and presentation of the 19 acre museum site, including natural features, non- historic visitor and staff facilities and all other infrastructure. 2. Practical support of operational, commercial and heritage activities. 3. Contributing to Senior Management Teams (SMT) plans for a viable, long-term museum business. 4. Creating and delivering a plan to improve the museum’s contribution to biodiversity and eco-credentials.
Work pattern	<ul style="list-style-type: none"> • Act as duty manager when the site is open on a rota basis with colleagues • This post will require weekend working and occasional early morning and evening working to cover special events. • Regular working pattern negotiable.

Job Purpose

As part of the museum’s senior management team, and in the context of a) an agreed recovery plan and b) the Museum's 20-year Vision:

- Ensure that all grounds and amenity buildings are safe, fit for purpose, and presented in a manner that will enhance visitor experience and the reputation of the Museum.
- Ensure that facilities and infrastructure are safe, fit for purpose and support the delivery of the Museum’s aims.

Key tasks	
Strategy	Actively contribute to a recovery plan for the Museum, taking into account the 20-year vision.
	The Museum’s focus is on excellent visitor experience and income generation. All staff are expected to be actively engaged in both planning and delivering them.
	Develop and manage the Museum’s long-term strategies for infrastructure maintenance and development and presentation of the natural & built environment.
	Develop the Museum’s accessibility strategy
Our People	Recruit and manage paid staff, volunteers and contractors to deliver Recovery Plan and 20 Year Vision following the Museum’s procedures and policies.
	Work closely and collaborate with the Senior Management Team as a whole, providing clear and consistent leadership to staff and volunteers.

	Ensure excellent communication across the Museum's staff and volunteer teams, monitoring overall performance and the progress of projects. Carry out regular goal-setting and appraisals for your staff team.
Finance	Responsible for developing and managing a dedicated budget (both operational and capital) within business plan constraints Negotiate and procure best value contracts and manage relationships with external providers to ensure ongoing best value, quality and compliance. Support colleagues in developing funding bids to enable buildings, infrastructure and natural landscape improvements.
Facilities and Buildings	Develop a regular buildings maintenance schedule and work with contractors, staff and volunteers to deliver it. Maintain a safe and healthy physical environment for visitors, staff, volunteers and contractors. Maintain car parks, paths and play areas. Manage power, drainage, security and water systems across the site.
Natural Environment	Responsible for devising and delivering (in consultation with the SMT) a landscape and biodiversity management plan Develop a regular grounds maintenance schedule and work with contractors, staff and volunteers to deliver it. In partnership with the museum's neighbours, maintain the site's boundaries to provide both security and an appropriate backdrop to the museum's activities. With the Heritage Manager, research, design and enable the creation of historic gardens appropriate to individual exhibits.
Compliance	Ensure that all relevant audits, risk assessments, safety checks and compliance systems are up to date, including fire, security, safe systems of work. Ensure that all personnel (paid, volunteers and contractors) are sufficiently trained, capable and have access to equipment that is fit for purpose and provide secure work / storage spaces.
Administration	Ensure timely delivery of regular SMT reports to Council of Management and Enterprises Board. All staff are expected to undertake their own clerical and financial administration, working collaboratively and co-operatively and fully complying with in-house systems. Act as a Duty Manager at the Museum on a rota basis. Undertake front of house roles when emergency cover is required. All staff are expected to answer enquiries by phone, online and face to face.
External Relationships	Maintain active positive relationships with the museum's architects, surveyors, external statutory consultees and local community representatives.

Person Specification – Grounds and Facilities Manager

CATEGORY	ESSENTIAL	DESIRABLE
Education and qualifications	<ul style="list-style-type: none"> Degree level or equivalent professional qualification in relevant field (e.g. Building Services, Facilities Management, Landscape Management etc) 	<ul style="list-style-type: none"> Additional qualifications in a relevant field (horticulture, amenities, buildings maintenance, business or charity management)
Experience (paid or voluntary)	<ul style="list-style-type: none"> Proven experience in planning, prioritising and delivering programmes of development, repair and maintenance in the built and/or natural environment. 	<ul style="list-style-type: none"> Responsible for grounds and/or buildings in visitor-service oriented environment.

	<ul style="list-style-type: none"> • Experience recruiting and performance-managing staff and/or volunteers • Setting and managing budgets. • Tendering for, negotiating with and managing contractors • Assessing risk and ensuring compliance with Health and Safety processes and requirements. • Successful delivery of change plans 	<ul style="list-style-type: none"> • Successful bid for public or charitable grants and donations • Active engagement in biodiversity projects • Contributed to improving office / visitor facilities.
Skills and knowledge (these should be evidenced)	<ul style="list-style-type: none"> • Active interest in public access to built heritage and/or the natural environment • Proven management skills, happy and able to work as part of a small management and delivery team • Excellent communication and ability to work collaboratively as a flexible team player • Knowledge of relevant compliance requirements – including COSHH, legionella, gas safety, asbestos • Experience in using integrated IT systems Competent in Microsoft Office programmes 	<ul style="list-style-type: none"> • Project Management • Understanding of accessibility requirements and options
Other particular requirements of the job	<ul style="list-style-type: none"> • Flexibility with hours as required by business needs. • Access to own transport. • Meet eligibility requirements (below) 	<ul style="list-style-type: none"> • Within 6 months you should live within 40 minutes' drive time. (potential key holder responsibilities)