

# **Creswell Heritage Trust**

## **Job Advert**

<b><u>Job title:</u></b>	Estate & Conservation Officer
<b><u>Department:</u></b>	Estate & Conservation
<b><u>Pay grade / Salary:</u></b>	£24700 pa
<b><u>Hours:</u></b>	37.5 hrs per week including weekends and occasional evenings
<b><u>Contract:</u></b>	Permanent, full time
<b><u>Reporting to:</u></b>	Director
<b><u>Responsible for:</u></b>	Senior Ranger, Site Facilities Co-ordinator, Cleaner

## **Job description:**

The objective of this role is to conserve and preserve the natural environment of Creswell Crags, and help develop the Conservation Strategy. In turn this will attract visitors, volunteers, charitable support, and potential collaborations. This remit will include the management of the 26-acre site and buildings ensuring visitors enjoy a memorable experience in a clean, safe, and secure environment. Leading and working within a highly skilled team. We also anticipate that an increase in visitors will be a key focus of Creswell Heritage Trust in 2022 onwards, and this role will be a key part of that. This post will therefore offer the holder a chance to make a mark at a crucial time in the Trust's story.

## **Key responsibilities:**

- Responsible for:
  - The safety of the site for staff and visitors.
  - Health & Safety policies and procedures, Risk Assessments, COSHH, RIDDOR, Fire and First Aid ensuring they are maintained and up to date.
  - The maintenance and running of the museum building, including operational contracts and site security.
  - The maintenance and conservation of the 26 acre site.
  - The supervision and training needs of the Senior Ranger, Site Facilities Co-ordinator, Cleaners and volunteers.
  - Reporting regularly to the Director on site issues and strategy.
  - Developing outdoor visitor engagement opportunities.
  - Overseeing the maintenance of equipment.
- Working with:
  - The Director and Senior Ranger to develop and implement the conservation plan and strategy.
  - The Senior & Assistant Rangers to implement programmes of improvements, conservation, restoration and maintenance work using a wide range of equipment and machinery.
  - The Head of Finance & Resources to improve budgets for the site maintenance.
  - The Events & Volunteering Officer to engage volunteers (individual and corporate) and develop volunteers' experience.

- The wider team to develop their understanding of our charitable message to create advocates for the Trust across the organisation; to promote individual giving onsite and online, and boost gift aid in the purchase of cave tours and exhibition admission.
- The wider team to develop the creative vision for seasonal events.
- Other:
  - Being part of the Duty Management team for Creswell Crags, which means being a keyholder and being the most senior staff member on site on occasional days, after training. This will include some weekends and evenings.
  - Being prepared to undertake all training relevant to the role and taking a proactive approach to seeking out CPD opportunities.
  - Representing Creswell Heritage Trust with external stakeholders, in particular within the wider museum sector, maintaining appropriate working contacts and relationships
  - Partnership working with external organisations as and when required, for example with partner universities, other museums and other stakeholders.

## **Person Specification**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Demonstrable work experience in heritage & conservation management	X	
Demonstrable work experience with maintenance equipment		X

<b>Education / Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
5 GCSEs grade 5/C or above including English & Maths	X	
HND/HNC, Degree or professional qualification/accreditation in a land management		X

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge of Health & Safety, Risk Assessments, COSHH, RIDDOR, Fire & First Aid procedures.	X	
IT literate – MS Office	X	

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Enthusiastic and tenacious approach to work	X	
Self-motivated	X	
Ability to work strategically	X	
Ability to prioritise and delegate tasks	X	
Good inter-personal skills	X	
Confident communicator	X	
Team player and ability to get hands on.	X	
Interest in natural environment	X	



**The application process:**

All potential applicants can find our relevant documents (job description and person specification) on our website [www.creswell-crags.org.uk/jobs](http://www.creswell-crags.org.uk/jobs). Please submit CV and covering letter via email to Head of Finance & Resources [nicola.tewson@creswell-crags.org.uk](mailto:nicola.tewson@creswell-crags.org.uk). If you require any further information regarding this role do not hesitate to contact us via telephone on 01909 720378 or email [nicola.tewson@creswell-crags.org.uk](mailto:nicola.tewson@creswell-crags.org.uk). Previous applicants need not apply.

Closing date for applications is 11.59pm 26<sup>th</sup> June 2022 (we may close this earlier if sufficient applications are received) and interviews to be held on Friday 1<sup>st</sup> or Monday 4<sup>th</sup> July 2022.

**What we can offer you:**

- 32 days annual leave including bank holidays
- Company pension scheme
- Occupational Sick Pay
- Staff discount in café & shop
- Free parking on site
- Focus on CPD and flexibility to attend training opportunities

**Equal opportunities statement:**

Diversity & inclusion is very important within our work ethics. We are an equal opportunity employer committed to a diverse and inclusive workforce. If you need any adjustments to make the recruitment process more accessible to you, please let us know.

Reviewed by: Nicola Tewson  
Review date: 07/06/2022