

# **Creswell Heritage Trust**

## **Job Description**

<b><u>Job title:</u></b>	Estate & Conservation Officer
<b><u>Department:</u></b>	Estate & Conservation
<b><u>Pay grade / Salary:</u></b>	£24000 pa
<b><u>Hours:</u></b>	37.5 hrs per week including occasional weekends and 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, working within the developing 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 team to maintain standards. We also anticipate that an increase in visitors will be a key focus of Creswell Heritage Trust in 2021 onwards, and this role will be a key part of that. Historically, operations at Creswell Heritage Trust has been under-resourced and under-developed. This new post will therefore offer the holder a chance to make a mark at a crucial time in the Trust's story.

## **Key responsibilities:**

- Working with:
  - The Director and Senior Ranger to develop and implement the conservation plan and strategy.
  - The Senior Ranger to maintain the site to a high standard.
  - The Site Facilities Co-ordinator to maintain the building to a high standard.
  - The Cleaner to maintain the cleanliness of the building to a high standard.
  - Staff to ensure equipment is maintained.
  - The Commercial & Visitor Services Manager to ensure a high standard of onsite visitor experience and maintain the income streams.
  - The Finance & HR Manager to improve budgets for the site maintenance.
  - The wider team to develop events such as Easter, Halloween, and Christmas at Creswell Crags.
  - The Learning team to ensure their needs are met for schools visits & other activities.
  - The Fundraising & Community Engagement Officer to engage volunteers (individual and corporate) and develop volunteers' experience.

- Responsible for:
  - The site contracts, renewals, and site security.
  - The safety of the site for staff and visitors.
  - The maintenance and running of the car park & machines.
  - Health & Safety policies and procedures, Risk Assessments, COSHH, RIDDOR, Fire and First Aid ensuring they are maintained and up to date.
  - The training needs of the Senior Ranger, Site Facilities Co-ordinator, Cleaner and volunteers.
  
- Other:
  - Reporting regularly to the Director on site issues and strategy.
  - 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.

### **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	



Reviewed by: Nicola Tewson  
Review date: 01/12/2020