**JOB DESCRIPTION**

**JOB TITLE:**

Estates Manager

**WHO WE ARE**

Hestercombe Gardens Trust (HGT) is an independent registered charity situated on the Quantock Hills near Taunton, Somerset, and is internationally renowned for its gardens spanning four centuries of design.

In 2013 the Trust acquired the Grade II\* listed Hestercombe House, thus reuniting it with the gardens for the first time in over 60 years. In 2018, it acquired the freehold of the majority of the Grade I listed historic landscape, totalling 320 acres, including the farmland, period gardens and a number of estate houses and buildings.

HGT has embarked on a major development programme that will bring together landscape, heritage, arts and culture, health, wellbeing and the environment. Our target is to raise £11m in order to repurpose Hestercombe House into a thriving, leading cultural centre with full public access.

We also intend to create a Care farm and deliver an inclusive and holistic programme in partnership with local schools and care partners. This will provide specialist learning for vulnerable people with complex mental health needs, social and learning difficulties as well as widening access, especially to those living in areas of social deprivation.

**LOCATED AT:**

Hestercombe Gardens, Cheddon Fitzpaine, Taunton

**REPORTING TO:** Chief Executive

**RESPONSIBLE FOR:**

Two maintenance assistants.

**TERMS OF EMPLOYMENT:**

Permanent, Full-time (part time would be considered)

**HOURS OF WORK:**

Monday to Friday 9.00am to 5.00pm, 37.5 hours per week. (There may be occasions when additional hours are required). However, we are prepared to consider flexible working with reduced hours.

**SALARY:** Negotiable depending on hours and qualifications/experience

**PURPOSE OF THE ROLE:**

To contribute to and lead the implementation of a comprehensive estates strategy for HGT’s land and property (buildings and land) including devising an efficient programme of repair and maintenance including security, health & safety and facilities management in line with statutory and regulatory requirements. To manage refurbishment, expansion and other ad hoc building projects in terms of development, procurement and delivery. To be the lead for HGT’s Conservation Management Plan and to contribute to the continued restoration and development plans both environmentally and commercially.

**PRINCIPAL TASKS AND RESPONSIBILITIES:**

* To deliver a comprehensive estate management plan for HGT’s land and buildings including devising an efficient programme of repair and maintenance.
* Complete annual maintenance inspections and condition surveys in order to develop and implement, together with the Finance Manager, a planned maintenance budget/programme.
* Plan, commission and manage external contractors where required and devise and manage associated budgets.
* Assist with bids for funding building projects where required.
* To ensure all buildings and site are properly cleaned and the grounds maintained.
* To be the main point of contact for tenants and lessees including negotiations and dispute resolution.
* Plan, lead and manage new Project work.
* Be responsible for keeping up to date on legislation/regulations that could affect the estate.
* Ensure that in all activities undertaken HGT discharges its duties under its Health & Safety Policy, the Health & Safety at Work Act, COSHH regulations and any other relevant statute, regulation or directive and to ensure that contractors also adhere to these standards.
* Ensure First Aid equipment is maintained and incident reports are correctly completed, analysed, investigated and reported to the General Manager.
* Ensure Occupational Health surveillance is carried out and recorded appropriately.
* To act as HGT’s Asbestos Control Manager and the Legionella Contract and Health & Safety Manager.
* To ensure that fire risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff/contractors who are appropriately qualified.
* Ensure all health and safety management systems, processes and practices are consistent across the estate and that statutory documentation is maintained.
* Responsible for monitoring and ensuring best tariffs/rates achieved on all contracts for utilities, communications, security and equipment maintenance
* Manage external IT Consultants
* Ensure all licences (music, performing rights etc) are up to date
* Manage insurance policy renewal and claims management
* Advise on the requirements of the Data Protection Act 2018
* Management of relevant budgets.
* Prepare reports for the Chief Executive, SMT and Trustees and any statutory bodies such as the Health & Safety Executive, as and when required.

**KEY RELATIONSHIPS**

Chief Executive, Senior Management Team, Tenants, Volunteers, External consultants and suppliers, neighbours, local community groups.

**PERSON SPECIFICATION**

**KNOWLEDGE AND EXPERIENCE**

The Estates Manager will have the following experience:

* Property management experience including managing tenancies
* Practical knowledge of land use (both held and tenanted)
* Previous experience in asset management, environmental issues, conservation and sustainable development
* Experience in procurement
* Project Management
* Experience of working with contractors and suppliers with good negotiating and diplomacy skills to ensure positive outcomes
* Ability to develop innovative solutions to complex problems/practical ways to overcome barriers
* Good knowledge and experience of developing and implementing reactive and planned maintenance programmes including M&E plant
* An understanding of systems that assist with performance/project management and an ability to apply them within an Estates/property Asset Management function.
* Experience in energy management/reporting
* Good working knowledge of MS Office software packages (Outlook, Word, Excel, PowerPoint) and other software packages specific to Estates/Project management such as MS Project
* Personable and able to develop good working relationships with staff, tenants, external professionals and visitors
* Excellent time management skills and ability to multi-task
* Strong interpersonal, communication and negotiating skills
* Experience in construction management would be useful with a knowledge of building products, construction details and relevant regulations and quality standards
* Good understanding of Health & Safety legislation
* The ability to think strategically and contribute to HGT’s ambitious plans for the future
* Experience of working in historic buildings

**QUALIFICATIONS:**

* A relevant qualification (ideally MRICS) with at least three years post qualification experience
* Current driving licence

**PERSONAL ATTRIBUTES**

* Positive and professional attitude
* Personable and able to develop relationships at all levels
* Energetic and resilient
* An interest in environmental and conservation issues
* Genuine passion for preserving historic buildings and landscapes
* Contribute to visitor experience