



The Beaudesert Trust

Providing adventure for young people & conserving Beaudesert Park

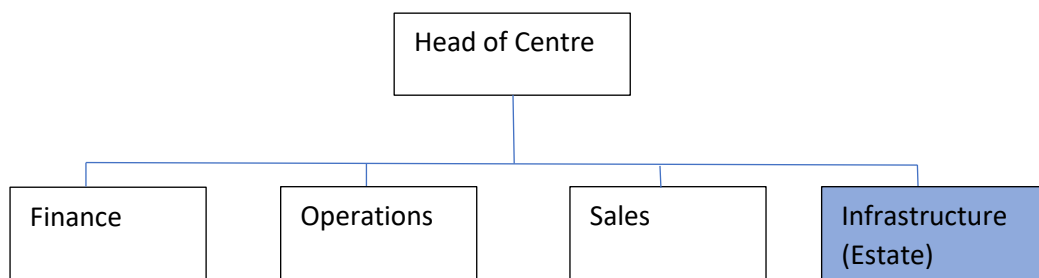
Estate Manager

Person specification

The role

We are looking for an enthusiastic individual who can manage the estate team and estate projects. Our charity is growing and we are beginning a 5-year development plan aimed at increasing our surplus to enable us to reinvest in the centre. This development plan includes building a new climbing wall, low ropes course, and several other activities, installing a new podded village, improving our catering offer, as well as refurbishing our current buildings and toilets. You will be competent to manage the estate team, which consists of a Trainee Grounds Assistant and a Trainee Maintenance Assistant and a number of volunteers. You will also be responsible for carrying out the fire safety checks on a weekly basis and participating in the annual health and safety review. You will be good at managing contractors and running projects to tight deadlines. You will also be skilled and experienced in either forestry or maintenance.

Overview: This job is about ensuring that our visitors all have a great experience at Beaudesert Outdoor Activity Centre. And an absolute focus on improving the appearance of the centre.



Role description

Responsible to: Head of Centre

Base location: Beaudesert Outdoor Activity Centre, Cannock Wood, WS15 4JJ

Term: Permanent

Salary: Negotiable – 37.5 hours per week

Working days: 5 days from 7 including some weekends and some evenings.

Line management responsibility: Trainee Estate Assistant, Trainee Maintenance Assistant, volunteers.

Key tasks

- Support the line management of a team of 2 staff, and up to 20 part time volunteers.
- Working with the Head of Centre, lead the way to ensure that the centre is presented in the best possible way.
- Provide on-call duty management support as part of a rota.
- Carry out weekly health and safety tasks.
- Write and review risk assessments.
- Carry out some forestry or maintenance tasks.
- Other tasks as required to ensure that every visitor has a safe and memorable experience.

Who we are looking for

This role is to lead the maintenance and support of the infrastructure. We are looking for someone who can hit the ground running. Possibly needing support to be shown something once. You will make our centre look good every day and be visible whilst doing so. You'll be excellent at planning and coordinating. You will lead by example, not afraid to get your hands dirty if needed. This person knows what's happening on site all of the time and instinctively leads the team to repair, clean and improve the centre in the best possible way. You will have an eye for detail and be good at talking to people to diffuse and fix any challenges that occur. You will develop a team, working hard to ensure that any issues are fixed quickly. We are a progressive centre and you will always be keen to improve everything we do.

Maintaining relationships with a wide range of stakeholders who are all involved in operating the centre will be key to success.

Experience

- Proven competence in managing people in an operational setting.
- Experience managing staff, contractors and projects.
- Experience of problem solving in a customer service focussed environment.
- Organised and comfortable with leading change.
- Ability to build effective relationships with visitors, volunteers and staff.
- Be able to take responsibility for financial management of several expenditure budgets.
- Ability to work logically in a measured and structured manner.
- Experience of health and safety including writing risk assessments

Values and Personal Qualities

- A self-aware, positive and approachable leader.
- An effective leader who is assertive, energetic and determined.
- An excellent role model who promotes high standards of integrity, and commands trust and confidence from others.
- Able to maintain an up-to-date knowledge of technical competency areas and take a proactive approach to self-development and performance improvement.

The benefits

Salary: negotiable.

Generous holiday entitlement: 34 days per year (includes bank holidays).

Food and drink: Lunch is provided to all staff at the centre when they are working and free beverages are available.

Looking after your future: Generous pension scheme. We are committed to providing our staff with a generous pension scheme. For all employees, the Trust has a pension plan with Nest.

Getting to and from work: Car parking is free. We also participate in the cycle to work scheme.

Uniform: a comprehensive uniform package is available free of charge.

Accommodation: Accommodation may be available as part of the package depending on your needs. From a comfortable but basic room up to a detached 3-bedroom house. These are negotiable as part of your salary package.

A generous commitment to continuing professional development.

How to apply

Please submit an application form and a cover letter to apply for the role. Please visit our website for more information about the centre. <http://www.beaudesert.org/about-us/join-us>. If you're unable to use email please post your application to: Head of Centre, The Beaudesert Trust, Beaudesert Outdoor activity Centre, Cannock Wood, Staffordshire, WS15 4JJ.

If you would like an informal chat about the role to find out more, please call 01543 682278 or email nigel@beaudesert.org.uk

Closing date 1st November 2023 and the interviews will be held week beginning 6th November 2023 with a start date of early January 2024 anticipated.

