# **Job Description**

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| **Job Title:** | Conservation & Maintenance Supervisor |
| **Reports To:** | Director |
| **Summary of Job Role:** | Responsible for the maintenance, conservation and cleanliness of the museum’s land and buildings, for agricultural work, and for the supervision, instruction and welfare of junior staff and trainees. |
| **Hours:** | 37.5 hours a week, 5 days out of 7 as necessary. |
| **Wages:** | £14.50 an hour paid monthly. |

**Primary Responsibilities**

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| To monitor the condition of the museum’s land and buildings, identifying and reporting major issues, and planning work as necessary to resolve ongoing needs and minor issues. | To plan and manage demonstration-level agricultural work, including livestock care, land use, and the maintenance of kailyards, gardens and amenity land. |
| To both lead and to directly participate in the practical work of maintaining and conserving the museum’s land and buildings, maximising efficient performance and the achievement of objectives. | To enhance public awareness of the museum and its Recognised Collection, engaging as appropriate with both museum users and external organisations. |
| To manage the cleanliness and tidiness of the museum’s land and buildings, for conservation and appearance. | To take responsibility for ensuring that each day when the museum is open to visitors, it is ready and presentable. |
| To monitor stocks of materials, equipment and consumables used in conservation and maintenance, liaising with the Support Services Manager over the procurement of supplies. | To monitor the condition of tools and equipment, reporting as necessary the need for replacement or additional items. |
| To create and maintain digital, paper and photographic records as necessary, including those for conservation, planned maintenance, staff attendance and work done. | To supervise those staff and volunteers designated as reporting to this post. |
| To lead or participate in training sessions as required. | To actively engage in management decisions, and on request to deputise for the Director. |
| To support the strategic development of, and as appropriate to contribute to the delivery of, the museum’s core vision, values, objectives and interpretive content. | As required, to prepare reports for Trustees and to attend meetings. |
| As necessary, to interact with visitors in a helpful, friendly and informative manner, in particular to explain work in progress. | To actively contribute to the development of Health & Safety policies and procedures, to personally comply with such policies and procedures, and to take a manager’s role in seeking to ensure compliance by other staff and volunteers. |
| To take an active role in the maintenance of site security, in respect of the museum’s collections, property and funds. | To undertake any other duties commensurate with the level of the post as required by the Trustees. |

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications & Training** | Full Category B Driving Licence. | Short courses in traditional building skills, and in regulated areas of construction and agriculture.  Category BE Driving Licence. |
| **Experience** | Experience of building maintenance and land management, and of the organisation of work and materials.  IT-competent: office software and internet; verbally articulate; literate and numerate with the ability to prepare written documents. | Tractor driving and fieldwork with traditional implements. Basic mechanical skills.  Experience of leading a team to meet targets and complete work to a high standard.  Traditional building skills. |
| **Qualities and Attitude** | Empathy for traditional approaches; thoughtfulness and carefulness.  A flexible attitude, with the ability to see the bigger picture.  A focus on finding ways of getting the job done. | Patience with young people, the ability to provide training and mentoring and to lead by example and inspiration, and the ability to implement standards of conduct and behaviour as outlined in the Staff Handbook. |
| **Knowledge** | An understanding of the methods and approaches used in traditional buildings and agriculture. | Familiarity with historical objects and the historic environment |

**Competencies**

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| Leadership and supervision | Organisational skills |
| Materials supply | Record keeping |
| Mentoring and training | Practical traditional building skills |
| Practical traditional farming skills | Contribute to management and strategic planning |
| Excellence in workplace behaviour |  |