



Beith Trust | Geilsland Estate | Geilsland Rd | Beith |KA15 1HD

T - 01505 228141

E - hello@beithtrust.org

JOB TITLE	General Manager	PROJECT NAME	Facilities/Property/ Compliance
REPORTS TO	CEO	Based at	Geilsland Estate / Beith Astro, Beith.
SALARY	£33K FTE Contract: 18-month fixed term (subject to a 6-month probation period).	Contracted hours	28 per week

About Beith Trust

Beith Trust is a community development organisation focused on the sustainable regeneration of the Garnock Valley. The trust aims to invest in people, places, and businesses within the Beith area, with the goal of bettering the community as a whole.

The Trust manages several key community assets including Geilsland Estate, Main Street properties and Beith Astro, providing spaces that support community activity, enterprise, sport and learning. Our work focuses on creating sustainable facilities that benefit local residents, organisations and visitors.

As our projects grow and develop, we are seeking a General Manager to oversee the effective management, maintenance and development of the Trust's estate and facilities.

Role Overview

This is an exciting opportunity to play a key leadership role in the management and development of **Beith Trust's estate and community assets**.

The General Manager will oversee the **maintenance, safety and operational management of the Trust's buildings, outdoor spaces and facilities**, including Geilsland Estate, Main Street properties and Beith Astro.

Working closely with the CEO and wider team, the post holder will ensure that Trust facilities are **safe, well maintained, financially sustainable and fully utilised for community benefit**.

The role combines **strategic oversight of estate management with practical coordination of maintenance activity, contractor management, compliance, and improvement projects**.

The successful candidate will bring strong organisational and leadership skills alongside practical estates or facilities management experience and will be comfortable coordinating teams, managing contractors and budgets, and ensuring that the Trust's estate supports the delivery of community activity and future development

Job Summary



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The General Manager will lead on the planning and delivery of estate and facilities maintenance across all Beith Trust sites.

You will oversee routine inspections, coordinate repairs and improvements, and ensure compliance with health and safety regulations. The role will also support the delivery of development projects aimed at improving the Trust's facilities and maximising their use for community benefit.

Major Tasks and Job Activities

The Posat-holder will:

- Lead the operational management of Beith Trust's estate, ensuring buildings, outdoor spaces and facilities across Geilsland Estate, Main Street properties and Beith Astro are safe, well maintained and effectively utilised.
- Lead grounds and landscape management, ensuring outdoor areas are maintained to a high standard and remain accessible, attractive and safe for use.
- Lead maintenance and repairs management, including triaging maintenance requests, assigning tasks, coordinating repairs and ensuring completed work meets required standards.
- Provide leadership and coordination for maintenance, facilities and caretaker teams, ensuring work schedules are planned effectively and operational priorities are delivered.
- Lead on legislative requirements, ensuring all Trust sites operate in accordance with relevant legislation and safe working practices. ensuring all Trust sites, this includes health and safety, licensing, supplier and contractor due diligence, This includes overseeing facility and event risk assessments, incident reporting and follow-up actions.
- Manage external contractors and service providers, including managing tenders and quotes, ensuring health and safety compliance, supervising works on site and signing off completed work.
- Support tenants and estate users, undertaking regular estate walk-rounds and responding to property or facilities issues across Trust buildings.
- Monitor and manage estates-related budgets, maintaining oversight of maintenance expenditure and contributing to financial reporting and planning. Including regular reporting.
- Lead sustainability and environmental initiatives across the estate, identifying opportunities to improve energy efficiency, environmental performance and long-term asset management.
- Coordinate domestic cleaning schedules and facilities support, ensuring Trust buildings remain clean, safe and operational for staff, tenants and visitors.
- Work closely with the Beith Trust teams to support the delivery of events and estate improvement projects, helping ensure Trust facilities effectively support community programmes, events and future development.



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- Nurture productive working relationships with partners and business who are located on Geilsland Estate.

Essential Skills, Knowledge and Experience

Essential:

- Minimum of 2 years' experience in a similar role, such as estates management, facilities management, property maintenance or grounds management.
- Experience managing buildings, grounds or multi-site estates, ideally within a charity, community, cultural or visitor attraction environment.
- Strong practical knowledge of maintenance and repair work, including the ability to assess issues and coordinate appropriate solutions.
- Comprehensive understanding of Health & Safety legislation and compliance, including experience implementing safe systems of work and risk assessments. Knowledge of regulations relating to outdoor environments, and COSHH.
- Knowledge of grounds maintenance practices, including lawn care, planting, tree management and general landscape upkeep.
- Knowledge of property maintenance practices, including fire safety, renovation management, heating and access controls and general upkeep.
- Experience operating or overseeing the use of machinery and equipment such as scissor lifts, hand tools and similar machinery/equipment.
- Proven ability to lead, manage and motivate staff or operational teams, ensuring high standards of work and effective coordination of tasks.
- Experience managing contractors and external service providers, including obtaining quotes, supervising works and ensuring quality standards.
- Strong problem-solving skills with a practical, solutions-focused approach.
- Excellent communication and interpersonal skills, with the ability to work effectively with staff, contractors, tenants, volunteers, businesses and partners.
- Ability to manage budgets, maintenance schedules and operational priorities.
- Commitment to environmental sustainability and responsible estate management.
- Excellent, demonstrable experience with systems, including google suite, staff scheduling software, purchase orders, project management tools, online systems and microsoft office suite.



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- **Full driving licence.**
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Desirable:

- **Relevant qualifications in horticulture, landscaping, facilities management, construction or property maintenance.**
- **Experience working with heritage buildings, historic landscapes or community assets.**
- **First Aid qualification.**
- **Experience using facilities management or health & safety software for tracking maintenance schedules, inspections and compliance.**