

ROLE DESCRIPTION

Title	Site Manager
Responsible To	Museum Director
Direct Reports	Health and Safety Officer, Facilities and Maintenance Manager, Cleaner
Hours of Work	37.5 per week with regular (1 in 4) weekend working and days off in week

Purpose of Job

Ensure a safe and well-maintained Museum site, overseeing health & safety, maintenance activity, and engineering workshops across the Museum.

Leadership, motivation, and direction of teams of employees and volunteers.

Act as Deputy to the Museum Director, taking responsibility for all matters in their absence and, as a member of the Management Team, proactively contribute to the overall success of the Museum.

Main Duties & Responsibilities

Safety

- Ensure that the Museum complies with its legal and regulatory responsibilities regarding Health and Safety (including but not limited to Fire, Risk assessments, and SSOW, COSHH and PUWER) as per the Museum's Health and Safety Management System and policies.
- Put in place and deliver a robust programme of training, support, guidance, inspections, and remedial action. Ensure up to date detailed and accurate documentation is in place and that safety instructions and guidelines are followed.
- Act as a workshop advisor, undertaking regular inspections of volunteer-run engineering workshops to ensure equipment is appropriate and used by competent people, and keep appropriate records.
- Proactively work with volunteers to develop and improve SSOW for historic equipment, vehicles, and machinery, which enables the Museum to continue to provide working demonstrations to visitors.
- Attend and contribute to Health and Safety Committee Meetings.

- Take the lead on site security, including completing identified security action plan improvements and ensuring compliance with new legislation (eg Martyn's Law).
- Work with the Museum Director to organise emergency responses on site, eg to power cuts, floods etc, and be available to respond to out-of-hours emergencies.

Maintenance

- Put in place and deliver effective repair, maintenance, and cleaning programmes for the site, including buildings, roads, footpaths, fences, and open spaces in line with agreed budgets.
- Monitor the condition of scheduled monuments and historic buildings on site, and ensure appropriate repairs are carried out sympathetically and with the correct permissions in place. Work closely with Heads of Group to ensure that planning and delivery of both safety and maintenance activities in their areas are understood and supported.
- Take responsibility for the Museum's working vehicles/plant, ensuring they are kept in good order, fuel is available, and records maintained.

People

- Take direct responsibility for leadership direction and motivation of specified teams including employees and volunteers with responsibilities for safety, maintenance, and cleaning. Ensure all individuals understand what is expected of them, can demonstrate competence in the tasks they are asked to undertake, and understand the value they bring to the museum.
- Take the lead in organising tasks for groups of corporate volunteers, providing a rewarding experience that meets the charitable aims of the Museum.
- Work with volunteers, trustees and staff on all projects involving construction, demolition or repair of buildings or facilities, including advising on approaches to historic building care.

Contractor Management

- Manage the activities of approved external contractors working on site from time to time, including compliance with safety requirements, standards of work, and adherence to agreed work parameters.
- Maintain the list of external maintenance contractors and take the lead in obtaining quotes and booking in contractors with consideration of other activities on site.
- Oversee utilities, maintenance, and waste contracts (delivery and costs), dealing with day-to-day issues as they arise.
- Organise the planned maintenance schedule while also ensuring reactive maintenance tasks are carried out in a timely manner, including regular servicing, and safety visits (eg compressor testing).
- Undertake practical maintenance tasks across the site, working alongside volunteers and staff to support and develop confidence and skills.
- Contribute proactively to Strategic Building projects as required/appropriate.

Cost Management

- Participate in the preparation of budgets and take responsibility for delivery of activities within agreed budgets. Flag financial risks and opportunities promptly and propose remedial action where required.
- Monitor expenditure, ensuring cost-effective use of budgets focused on the Museum's charitable aims.
- Ensure appropriate stocks of maintenance materials are procured and maintained.
- Ensure that the Museum's Environment and Procurement Policies are considered and managed in consultation with the Director.
- Champion energy efficiency across the Museum.

General

- Undertake other relevant duties from time to time and where reasonably required by the Museum Director.
- Act as Duty Manager, Duty First Aider and/or keyholder, including opening and closing the Museum, when required and as part of a rota.
- Maintain comprehensive accurate and up to date records of all aspects of safety, maintenance, and repair.

Person Specification

Knowledge and Skills

- Experience of managing and working with employees, contractors, and volunteers.
- Health and Safety qualification (NEBOSH) or proven experience.
- Proven experience managing older buildings which are open to the public - experience of working in an open air museum site would be useful but is not essential.
- Practical engineering skills and experience.
- An ability to balance the charitable objectives of the Museum with changes to ways of working.
- Good record keeping abilities and IT skills.
- Excellent written and verbal communication.
- Budget management.
- Understanding of health and safety management systems including documentation required.
- Understanding of health and safety legislation and staying up to date with changes. Understanding of when to apply legislation affecting activities on site.

Key Behaviours

- Does the right thing not the easy thing.
- Speaks up, listens, and acts.
- Common sense and a cool head.
- Confident to admit you don't know everything.
- Firm but fair and courteous.
- Good team leader and an excellent team-player
- Gets things done.
- Practical and pragmatic.
- Works collaboratively with colleagues, recognising their skills and experience, to achieve the best results
- Demonstrates a passion for maintaining and developing industrial and transport heritage in Sussex

Amberley Museum Organisational Structure Chart

