**JOB DESCRIPTION**

The Arkwright Society believes in creating a supportive, teamwork driven workplace, where working together creates the best experience for our employees, our visitors and our tenants.  The Arkwright Society is a registered charity concerned with the education and conservation of Industrial Heritage focused at Cromford Mills in Derbyshire.  The Society also owns and cares for the Lumsdale Valley, investing in woodland management and nature conservation as well as the protection and enjoyment of the historic ruins at Lumsdale.

Cromford Mills is a large site with a visitor exhibition including the award-winning Arkwright Experience, a business centre, catering, and a busy events and conferencing programme throughout the year. We have an award-winning educational offer for schools and a very enthusiastic and involved volunteer team, who help deliver the visitor heritage offer.  All these activities create a beautiful, unique and vibrant place to work. The site is of international significance as a key place within the Derwent Valley Mills UNESCO World Heritage Site.

**Job Title:** Buildings and Facilities Manager

**Responsible to:** Chief Executive Officer

**Location:** Cromford Mills, Cromford, Derbyshire

**Salary Range:**  £35,000. Full time position (37.5 hrs)

**Responsible For**

The role of the Buildings and Facilities Manager is responsible for the planning, coordination, and hands-on delivery of the maintenance and repair operations, with associated health and safety compliance, for the Cromford Mills site and Lumsdale. This includes the continued management and practical support of the maintenance team and their training.

**Overall Purpose of the Role**

This is a multi-faceted and practical role which oversees heritage site management, addresses urgent repairs and maintenance, ensures health and safety compliance, facilities, and promotes sustainable practices.

As a key member of the senior leadership team, you will play a pivotal role in shaping the strategic direction of the Arkwright Society, championing its mission and initiatives. In addition to your leadership role, you will bring technical expertise and a hands-on approach to site management, ensuring the seamless delivery and compliance of the maintenance plan, while driving continuous improvements across the site and our ambition to continue the regeneration of Cromford Mills.

**Main Responsibilities**

**1. Site oversight and management**

* Co-ordination of repair and maintenance needs across the site.
* Leadership and line management of the maintenance team.
* Provide practical input and technical guidance on-site as needed.
* Commission and oversee external contracted projects with a focus on quality and cost-effective tender processes.
* Monitor and evaluate the repair/maintenance activities.
* Work with the Head of Engagement to recruit and support maintenance volunteers across the built and natural estate.
* Implement effective project management practices, including scheduling and budgeting.
* Ensure compliance with health and safety regulations for Cromford Mills and Lumsdale.
* Enhance site sustainability through energy efficiency, waste reduction, and eco-friendly practices.
* Manage legal obligations and compliance with agreed statutory practices and policies in various areas.
* Lead contract management with service providers and suppliers to ensure smooth logistical management of the site.

**2. Heritage conservation and sustainable practices**

* Take an active, hands-on role in skilled repair tasks to deliver the prioritised schedule of works to this Grade I listed site, applying heritage conservation expertise for sustainable repair solutions.
* Work with contractors and consultants to oversee repair schemes, including grant-funded work.
* Prioritise sustainable practices and materials to reduce our carbon footprint.
* Support and equip the maintenance team and volunteers to deliver site maintenance.

**3. Stakeholder engagement and collaboration**

* Work with various stakeholders, including community groups, corporate volunteers, local suppliers, and contractors to promote heritage conservation.
* Build internal and external relationships to support the site’s management plan and promote the work across the Derwent Valley Mills World Heritage Site.
* Engage with visitors and the community to share conservation efforts and foster a sense of pride in the site’s heritage.

**4. Documentation and reporting**

* Maintain accurate records of maintenance work, health and safety, and compliance requirements.
* Prepare regular reports for management and stakeholders highlighting progress, budget adherence, and sustainable practices.

This is an outline description of the duties and responsibilities involved in the job. It is not exhaustive and may be revised from time to time.

**PERSON SPECIFICATION**

**Buildings and Facilities Manager**

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| --- | --- |
| **ESSENTIAL** | **DESIRABLE** |
| **TRAINING, EXPERIENCE AND QUALIFICATIONS** | |
| Proven leadership in complex site maintenance and facilities operations.  Track record of meeting operational budgets.  Hands-on experience with practical repair or maintenance tasks.  Strong project management and problem-solving skills.  Managerial experience including performance management.  Full driving licence | Historic site management experience, including conservation knowledge.  Experience of working with charitable organisations.  Qualification or degree in construction management, and/or health and safety compliance – including IOSH |
| **KNOWLEDGE** **AND SKILLS** | |
| Proficient in practical repair/maintenance skills for historic buildings and heritage sites.  Effective at planning and delivering ambitious targets with quality assurance and time management.  Strong analytical and numerical skills for processing information quickly and accurately.  Committed to high-quality customer service.  Excellent oral and written communication skills, adaptable to diverse audiences.  Proficient in ICT, including Microsoft tools for PCs and tablets. |  |
|  |  |
| **INTERPERSONAL SKILLS** | |
| Strong leadership skills for motivating and supporting staff.  Sound judgment for clear, timely decision-making.  Effective team player with influencing and negotiation abilities.  Capability development and coaching for high-performance teams.  Proactive problem-solving skills. |  |

**The package:**

Benefits for working at Cromford Mills:

* Flexible working whenever possible
* Free staff parking and staff discount scheme
* Pension scheme
* Training & Development tailored to you.

The Arkwright Society is committed to providing equality of opportunity. If you have a disability, we would be happy to discuss reasonable adjustments to the job with you.