



# THE BURN

<b>Job Title:</b>	<b>Property Manager</b>
<b>Reports to:</b>	<b>Bursar</b>
<b>Key Relationships:</b>	<b>Internal:</b> House Manager & other HoDs (The Burn) Director of Estates & Estates Coordinator (London House) <b>External:</b> Groups & individuals as overnight or day Guests at the Burn Mansion and associated holiday accommodation Clients (current and potential new) Suppliers & Contractors Local Community Stakeholders
<b>Staff reporting:</b>	Groundsman (FT established post) Potential to build a volunteer team
<b>Budget:</b>	Short term cyclical repairs and delegated maintenance budget
<b>Based at:</b>	The Burn, Glenesk, Brechin, Angus. DD9 7YP
<b>Salary</b>	£30,000 per annum and on- site accommodation provided

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## Job Purpose

You will be responsible for the practical maintenance of the built environment at the Burn, as well as overseeing the gardens and grounds, with a 60:40 split between the two. Within those two areas, it is anticipated that 60% of your time will be practical task-based and the remaining time on management and administration.

You will be no stranger to a toolbox and be capable of undertaking minor practical tasks to ensure the premises are safe, functional and compliant across the relevant legislation regarding a Grade B Listed Mansion house and its gardens.

You will assist the Groundsman with practical tasks to maintain the gardens and grounds to a high standard of presentation, knowing when to commission external contractors for more specialist or major projects.

## **Key Responsibilities**

### Practical Building Maintenance

- Undertake regular maintenance checks to ensure the built properties are safe, in sound operational condition and meet all areas of compliance.
- Working alongside the Housekeeping Team to action minor repairs and maintenance tasks to ensure high standards of guest comfort and protect the historic fabric of the building.
- Assist House Manager to set up and break down areas for Guest activities and events.
- Supervise and monitor contractor works, both planned and reactive, liaising with colleagues in Estates Dept, monitoring the effectiveness and standards of workmanship of all contractors.

### Systems & procedures

- Create and maintain a safe, tidy, well-stocked and secure storage area for all equipment, plant, tools and materials, such that minor repairs can be carried out efficiently. Maintain appropriate records of stock, checking in/out of equipment.
- Manage a small departmental budget, providing regular reports on procurement and performance

### Communications

- Establish respectful and productive relationships with all staff at the Burn, particularly the HoDs and the Bursar to ensure maintenance is in harmony with business operations, building users and ensuring business continuity.
- Ensure effective communication through email, in-person meetings and briefings, response to the Duty Manager Mobile callouts and report writing as appropriate.

### Regulatory compliance, Burn Mansion policies and procedures

- Review RAMS, deliver site inductions, monitor activities, and intervene as required.
- In collaboration with Estates Team (London) manage building safety and compliance, e.g., fire safety (prevention & detection), legionella, asbestos, building services, environmental controls etc.
- Lead on the safe delivery of maintenance operations and activities and minor works.

### Property Management

Liaise with Bursar, Burn HODs and Estates Coordinator to:

- Deliver planned maintenance, including statutory maintenance, servicing and asset repairs.
- Update the Asset Register, recording all monitoring and regular checks, service and repair records, escalating any issues to the Bursar and Head of Estates.
- Advise on updating of SLA's
- Create Burn-specific emergency response procedures and carry out regular fire and emergency evacuation checks and drills.

- Support with planning and coordination of projects.

### Health and Safety

- Undertake the role of Lead Fire Marshal and Health & Safety Officer for the Burn, to provide effective support and direction to all staff & volunteers, as appropriate.
- Provide 24-hour security and Fire Response cover, by participating in the rota for on-call residential staff.
- Manage operational H&S procedures to maintain a safe working and living environment for the team and the highest standards of safety and comfort for our guests.
- Support the implementation of H&S initiatives and priorities through the monitoring of accidents/incidents, reporting and analysing data, arranging training, liaising with advisors, and the Estates team - supporting audits and inspections.

### Staff & Volunteer Management

- Set up and maintain excellent communications with all staff and volunteers reporting into the post, directing work plans and activities to deliver on the objectives for property management, sustainability and conservation of the historic environment.
  - Take an active role in the wider team building culture, ensuring excellent communications lie at the heart of staff and volunteer morale.
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## **Person Specification**

### Essential skills & experience

Demonstrable experience of managing facilities and building maintenance, including organising & undertaking maintenance tasks, supervising contractors, maintaining regulatory compliance and managing incidents and emergencies.

Should possess substantial knowledge and experience in Health and safety specifically in managing fire safety, emergency evacuation and response procedures.

Be able to conduct site inspections, hazard spotting and maintaining safe environments.

Ability to review contractors' RAMs and writing risk assessments.

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## **Some Background Information**

The Burn is a 20-bedroomed Mansion House, Listed Grade B, originally built in 1791, but largely remodelled in 1933-35. Once the home of the Russell family, they left the Mansion and 200-acre estate to what became Goodenough College back in 1949, since when, it has been operating as an academic retreat for mostly International and Scottish university post-graduates, in line with the charitable objects of the charitable trust: To deliver a vibrant community through a unique programme of intellectual, cultural and social activities in line with our values of global citizenship and social responsibility. The Burn offers retreat accommodation in Scotland.

Alongside our core business of academic retreats, we offer exclusive hire of the Mansion, for private, family celebrations and other events and we offer holiday accommodation in 3 self-catering properties.

The estate is a beautiful woodland oasis, with the spectacular North Esk river running through a natural landscape, home to many rare, nesting birds and the Red Squirrel. The broadleaf woodland becomes rich with autumn colours and there are many walks for all.

This is a varied, sleeves-rolled-up role, working closely with a small, dedicated team, by looking after this beautiful, historic house and its stunning grounds to the highest standards of presentation, safety and guest comfort. The new Bursar has a significant track record in senior leadership within the historic built, cultivated and natural environment, who is supported by a high performing, newly formed Estates Department within Goodenough College in London so there is a high level of support, induction and training to encourage you to succeed in an inspiring professional environment.

The Burn & the Estates team care deeply for this beautiful place and your hard work and strong sense of responsibility will make for a rewarding role, helping this small, educational charity to reach its ambition of sustainability and conservation of the historic and natural environment.

**To apply:**

Please submit your CV, and a covering letter, stating motivation for applying and how you meet the essential criteria in the job description and person specification, to: Jan Clarke (The Bursar). Email: [jan.clarke@goodenough.ac.uk](mailto:jan.clarke@goodenough.ac.uk) with the subject line of: Property Manager Application

The deadline for applications is 30th September 2024 and interviews will take place at the Burn week commencing 7<sup>th</sup> October. Applicants are encouraged to contact the Bursar or the Estates Team for further information and to visit the estate.