



Job Title:	Property & Estate Manager
Reports to:	Operations Manager
Key Relationships:	Internal: The Bursar Heads of Department (The Burn) Director of Estates & Estates Coordinator (London House) External: 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
Staff reporting:	Groundsman (FT established post) Potential to build a volunteer team
Budget:	Short term cyclical repairs and delegated maintenance budget
Based at:	The Burn, Glenesk, Brechin, Angus. DD9 7YP
Salary	£35,000 per annum and on- site accommodation provided

Job Purpose

This is a role of two halves – both the built and the cultivated/natural landscapes at The Burn need someone to oversee their maintenance and improvement. However, this is a small estate and the role is supported by the Director of Estates, who is based at London House. The onsite operational direction comes from the Operations Manager, who reports to the Bursar, who, in turn, has considerable experience in conservation of the historic built, cultivated and natural landscapes.

You will be responsible for the practical maintenance of the built environment at the Burn, as well as overseeing the gardens and grounds, with roughly a 50:50 split between the two.

Within those two areas, it is anticipated that most of your time will be practical, task-based and the remaining time on management and administration.

You will be no stranger to a toolbox, as well as a competent user of ride-on mowers, trimmers and garden hand tools. Those tasks requiring external professionals are undertaken by approved contractors, and you would be the first point of contact and oversee their work onsite.

There is a wonderful opportunity to develop the gardens to a more production use – we are talking veg/fruit/herb and cut-flower production in a return to the original ethos of this historic family home, which now opens its doors to a diverse range of guests from the post-graduate community to those who want an unforgettable, exquisite experience for a family celebration.

Therefore, the practical tasks will be enjoyable and can be shared with a growing volunteer base and, on the built side, will be restricted to routine checks and tasks that do not require an professional contractor. The overall responsibility will be 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. For example, Fire Alarm tests (weekly) and other routine Health & Safety checks
- In collaboration with the Head Housekeeper 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.

Garden and Grounds Maintenance

- Build and maintain a team to deliver the practical maintenance of the gardens and grounds. This will be a combination of staff/volunteers and contractors.
- Working with the Bursar, develop an area of the gardens to produce vegetables, herbs, cut flowers and fruit for use in the Kitchens and to decorate the Mansion for high-end events and functions.
- Working with key advisors ensure the natural landscape (up to 200 acres) is maintained for sustainability, nature conservation & wildlife. There is already an established area of commercial forestry that will impact very little on this role for the foreseeable future, and the scale of food production will be in line with the practical delivery of this aspect in relation to the rest of the role. Similarly, areas of the estate that are of high value for nature conservation, require little practical input – it is more of a case of promoting this aspect of our estate management – perhaps with talks and tours for our guests.

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 a broad range of areas within the built, cultivated and natural landscapes, ideally on an historic estate, including organising & undertaking maintenance tasks, supervising contractors, maintaining regulatory compliance and managing incidents and emergencies.

Should possess strong 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.

Competent in the use of garden/grounds maintenance equipment such as tractor/ride-on mower/small power tools such as chainsaw for cross-cutting and felling at ground level.

Some Important Background Information about the role.

This role comes with onsite accommodation in a recently refurbished, 2-bedroomed estate cottage and it is important that the postholder embraces that commitment to an onsite presence as it is key to the operational efficiency of the estate and its functions. So being on call will mean that weekend and evening duties are part of the deal. This is on a rota basis, shared with other Heads of Department.

This vacancy has arisen due to the postholder having to leave due to personal circumstances. During their tenure, they have set up some critical systems and processes, undertaking maintenance checks and routine tasks from a pretty much standing start, so it is expected that the successful candidate will consolidate this important work and look to complete the maintenance programme improvements across the estate.

As a charitable trust, we are eligible for external funding to support some areas of our work and the Bursar will be focussing on fundraising and improving income generation, delegating more operational tasks to the competent team of Heads of Department, of which this role is a key member.

Important background information about the property.

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.