

Vacancy Summary

Job Title:	Duty Manager - Facilities
Salary:	£26,421 per annum
Location:	Milestones Museum & Basing House
Hours:	37 hours per week (full time)
Type of Contract:	Permanent

Would you enjoy applying your facilities expertise within a visitor-lead heritage setting?

As Duty Manager – Facilities, you will make sure our venues are safe and appealing spaces by maintaining the highest standards and promoting a culture of excellence. You'll use your knowledge of health and safety guidance to manage risk and support the wider team to deliver an excellent visitor experience following all relevant legislation and trust policies.

You will work closely with external contractors to keep all of our equipment ticking over nicely, while reacting to any facilities issues promptly. You will prioritise work and based on safety, business need and any impact on trading. You will also work with the resources at your disposal to supervise and undertake suitable maintenance tasks internally.

You'll fulfil regular Duty Management shifts, where you will be responsible for the smooth-running of our venues, ensuring we meet the expectations of visitors, volunteers and staff alike.

A bit about you

You will have a background in facilities management, ideally within a visitor attraction or other heritage venue. A keen eye for detail will drive you to promote the highest standards of cleanliness and good housekeeping, expecting the same of those you work with. You will have a thorough understanding of safety legislation, with plenty of experience in assessing and managing risk. You will be cool under pressure, planning ahead for any scenario and making the right decisions in the moment when it counts.

You will have good people skills, happily interacting with colleagues, visitors and contractors alike, and will be able to work a flexible work pattern including weekends and occasional evenings. . You'll also enjoy getting stuck in with various projects, supporting the rest of the team with your hands-on approach, technical know-how and practical skills.

What it's like to work for us

At Hampshire Cultural Trust we have a vision to create inspirational culture experiences that enrich and transform lives. We manage and support 23 attractions across Hampshire and deliver county-wide outreach programmes that bring great culture to local communities. We also deliver a diverse



range of wider social impact initiatives targeted at those who are most vulnerable or disadvantaged and who would not usually have access to arts and culture.

We are committed to promoting equality and diversity and a culture that actively values difference. We recognise people from different backgrounds and experiences bring valuable insights to the workplace and enhance the way we perform and work. Our levels of employee engagement are high and our organisational culture positive.

The benefits of working for us

- 25 days annual leave (pro-rated for part time working)
- Pension
- Life Assurance
- Cycle to Work Scheme
- Health Cash Plan
- Employee Support Programme
- Opportunities to learn, develop and progress
- Team Card - Free access in our fee paying venues and discounts across café and retail.

To apply please forward a copy of your CV together with a cover letter explaining why you would excel in this role to recruitment@hampshireculturaltrust.org.uk. Please note applications without a cover letter may not be considered.

Closing date for applications: 26 September 21

Interview date: TBC

To find out more about us visit our website www.hampshireculture.org.uk