



ARDOCH LOCH LOMOND JOB DESCRIPTION

JOB TITLE	Estates and Facilities Manager
REPORTING TO	General Manager
DATE DESCRIPTION UPDATED	01.04.2024
OVERVIEW	<p>Ardoch Loch Lomond nestles within 133 acres of private land commanding stunning views overlooking Loch Lomond, whilst boasting a beautiful 18 bedroom, Exclusive Use property.</p> <p>Ardoch is owned by the charity CHAS (Children’s Hospices Across Scotland), established to operate commercially as a profit with purpose venue, generating income helping to support the work of the charity.</p> <p>We pride ourselves in offering an unparalleled experience to our guests, providing our attentive, yet unobtrusive customer service.</p> <p>We are now seeking a dedicated and experienced Estate and Facilities Manager to ensure the immaculate maintenance and presentation of our venue.</p> <p>The ideal candidate should have a hands-on attitude, overseeing the internal and external maintenance, playing a pivotal role in maintaining and enhancing the natural beauty and functionality of our private land and property. You will be responsible for overseeing the day-to-day operations, ensuring that the venue grounds, facilities, and estates are impeccably managed, creating a perfect setting for our guests' unforgettable experiences.</p> <p>This is a 4-day or 5-day position, usually Monday to Friday, although occasional weekend work will be required. As this role involves outdoors work, we are happy to discuss seasonal flexibility with hours, whereby more hours will be worked through the summer months and less in the winter.</p> <p>There may be the opportunity to live on site for the right candidate.</p> <p>Schedule: 4 or 5 days per week, permanent position Work authorisation: United Kingdom (required) Work Location: In person Salary: From 25K DOE.</p>
KEY RESPONSIBILITIES	<p>1. Grounds Management:</p> <ul style="list-style-type: none"> · Implement and execute a comprehensive grounds management plan to enhance the beauty of the estate. · Coordinate and oversee landscaping, gardening, and arboricultural activities to ensure the grounds are well-maintained and visually stunning.

	<p>2. Facilities Maintenance:</p> <ul style="list-style-type: none"> · Manage and schedule routine maintenance for all facilities, including buildings, event spaces, and recreational areas. · Work closely with external contractors and vendors to ensure repairs and improvements are completed to the highest standards. <p>3. Health and Safety Compliance:</p> <ul style="list-style-type: none"> · Implement and maintain health and safety protocols across the venue to ensure a secure environment for guests and staff. · Conduct regular inspections to identify and address potential hazards. <p>4. Event Support:</p> <ul style="list-style-type: none"> · Collaborate with the events team to prepare and set up spaces for various occasions, ensuring a seamless and aesthetically pleasing experience for guests. · Provide on-site support during events to address any facility-related issues promptly.
KEY SKILLS	<ul style="list-style-type: none"> · Proven experience in estate and facilities management. · Strong knowledge of horticulture, landscaping, and grounds-keeping practices. · Excellent project management and organisational skills. · Familiarity with health and safety regulations. · Ability to work collaboratively with diverse teams.
CERTIFICATION REQUIRED	<p>Please note some requirements can be provided as part of employment training.</p> <ul style="list-style-type: none"> · Legionnaires-9950-05 City and Guilds Accredited Training LCA 9010-Responsible Person for Hot and Cold-Water Systems and other Risk Systems. · IOSH Managing Safely · Emergency First Aid at work · Powered Access Licence (to operate scissor lift to change lightbulbs and put marquee lining up) · NPORS Accreditation for Quad bike, ride on mower, strimmer's, mowers and leaf blowers. · Chainsaw licence (only grounds work for chopping logs for the wood burning stove. · Working at height.

For more information:

For an informal discussion, or to find out more, please call the General Manager on 01389 710401 or email annemarie@ardochlochlomond.com

For any queries regarding the recruitment process, please contact our HR Team on 0131 444 3293 or by emailing Careers@Chas.org.uk

To apply:

Please send a covering letter and your CV to annemarie@ardochlochlomond.com