



Job Title: Assistant Buildings Manager

Hours: The job is for up to 40hrs per week worked flexibly to match the needs of the workload and Buildings Team. (Part-time applicants considered). Some Bank Holiday and weekend work will also be required.

Salary: up to £26,124 (FTE)

Contract: Permanent

Holidays: 28 Days including bank holidays (pro-rata)

Pension: You will be automatically enrolled into a pension scheme (after the probation period).

Chiltern Open Air Museum (COAM) consists of 45 acres of rural and wooded Chilterns landscape within an Area of Outstanding Natural Beauty.

Founded in 1976, its more than 30 re-erected vernacular buildings are maintained by the Buildings and Site Manager, supported by the Assistant Buildings Manager, contractors, and a team of volunteers. COAM attracts around 60,000 visitors per annum (including up to 20,000 school children between mid-February and late-November).

Summary / Overall purpose

To provide key support to the Buildings and Site Manager in the administration, management and maintenance of the heritage buildings on the COAM site.

Principal Tasks

- To represent the Buildings and Site Manager in all building matters in their absence
- To perform regular maintenance tasks on COAM's historic buildings
- To work with, supervise and train volunteers
- To develop and implement heritage building construction skills and the use of vernacular building materials
- To assist the Buildings and Site Manager in the project management of scheduled building work
- To ensure compliance with Health & Safety regulations
- To assist with the operation and maintenance of tools, plant, machinery and vehicles
- To lead the Weekend Volunteer Team (2 Sundays or 1 Sunday and 1 Saturday a month)
- To work with and assist members of other departments as necessary
- To deal and co-operate with external contractors and organisations as required
- Occasionally assist in the weekday Duty Staff rota (unlocking/locking site and related duties)

Essential qualifications and experience

- Experience in a range of general building maintenance skills
- Passion for and commitment to learning and developing heritage buildings skills and techniques
- Competence with hand and power tools and standard construction equipment
- Able to work safely, in compliance with safety procedures
- Physically fit (Lifting, carrying, kneeling etc. are all integral parts of the daily tasks as is considerable walking)
- Ability to engage with visitors
- Ability to work in all weather conditions
- Ability to work with people from all ages and backgrounds
- Commitment to achieving high standards
- Excellent team working skills
- Good problem solving skills
- Good verbal and written communication skills
- Good IT skills.

Desirable

- Relevant experience and/or qualification(s) in a craft (e.g. joinery, bricklaying, plumbing etc.)
- Clean full driving licence
- Use of own vehicle
- Experience of supervising a team &/or volunteers
- Certificates in the use of trailers, fork lift, first aid, PASMA, etc.
- Welding qualifications
- Experience of RAMS and COSHH administration
- Previous experience in museums or heritage organisations
- Experience of delivering work based training

Application Process

Please email applications to Lucius Ford, Buildings and Site Manager buildings@coam.org.uk using the Museum application form [General Museum Job Application Form](#)

Deadline for applications: 17 May 2024

Interviews: Week of 3 June 2024

Start date: From July 2024