



Estates Coordinator



Closing date: Midnight 15 November
Interview dates: 23 & 26 November

LAKELAND MUSEUM ABBOT HALL BLACKWELL WINDERMERE JETTY MUSEUM

lakelandarts.org.uk

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Introducing Lakeland Arts

We're delighted that you're interested in joining the team at Lakeland Arts as Estates Coordinator.

Lakeland Arts is an independent charity and a major player in the North of England's arts, culture and heritage scene. We have built a great reputation for our buildings, collections, exhibitions and engagement programmes. As part of the Cumbria Museum Consortium, we are proud to be a National Portfolio Organisation of Arts Council England.

We run an exceptional portfolio of cultural spaces in an Area of Outstanding Natural Beauty.

Our remarkable spaces, rich collections, engaging programmes and passionate people are all connected by a powerful sense of place. Our aim is to transform lives through meaningful connection with our local community and visitors, facilitating experiences that reflect our inspiring collections and the beauty of the Lake District.

Abbot Hall is one of the UK's leading art galleries. Established in 1962 in a Grade I listed Georgian building on the banks of the River Kent in Kendal, the gallery has become a vibrant cultural and community hub. The Abbot Hall collection includes works by J M W Turner, Paula Rego, John Ruskin, Lucian Freud, Elizabeth Frink and Kurt Schwitters. The gallery's exhibition programme is focussed on the themes of landscape, identity and ecology. Recent exhibitions have included a major solo exhibition by Charmaine Watkiss and a new co-curated Ecology Gallery was opened in September 2024.

Blackwell - the Arts & Crafts house has breathtaking views overlooking Lake Windermere and the Coniston Fells. The stunning Grade I listed house was designed by noted architect Mackay Hugh Baillie Scott and is one of the world's finest examples of Arts & Crafts architecture. The interiors and exhibitions at Blackwell celebrate the finest designers of the Arts & Crafts movement whilst profiling the best contemporary makers working today. Recent exhibitions have included ceramics by William De Morgan, British Nigerian sculptor Lawson Oyekan and Scottish ceramicist Frances Priest.



Lakeland Museum was established in Kendal in 1971 and won the first ever Museum of the Year award. It has an extensive collection of objects, photography and archival material that relates to the people, communities and industrial history of the Lake District. The museum is currently closed pending a process of reimagining and redevelopment.

Windermere Jetty Museum is a RIBA Stirling prize shortlisted building which opened in 2019 following a £20 million major capital development. Celebrating engineering and industry in one of England's most iconic locations, the museum is a working destination committed to conserving, celebrating and sharing its internationally important collection of historic boats and related material. The museum sits on the shores of Windermere amongst the unique biodiversity of the lake. Working jetties and heritage boat trips give visitors direct access to Windermere and the collection.

Our museums sit within and are surrounded by the Lake District National Park, a UNESCO World Heritage site. The countryside outside the National Park and around the coast is full of great walks, stunning views and many places to visit. Popular sporting and leisure activities include sailing, hill walking, swimming, cycling, climbing and running. The Lake District is known for its architecture, stunning scenery, pubs and restaurants. It isn't surprising that this area attracts over 40 million visitors each year. Kendal is a busy market town and plays host to several cultural festivals each year. There is easy access by road to Lancaster, Penrith, and Carlisle, as well as mainline train connections from Oxenholme station in Kendal to London, Manchester, Edinburgh and Glasgow.

We believe that diversity and equality within our workforce, programmes and approaches are crucial to our mission of being inclusive and relevant to our communities. We want everyone to feel welcome. We, therefore, particularly welcome applications from candidates under represented at Lakeland Arts and within the heritage sector, including neurodiverse applicants, individuals from the Global Majority and/or those with disabilities.

We welcome your application and wish you every success with it.



Luis Martins, Chief Executive Officer



Job description

Job title: Estates Coordinator

Salary: £28,000 per annum FTE

Location: Lakeland Arts (Windermere Jetty Museum, Abbot Hall and Blackwell)

Reports to: Head of Operations

Reports: Estates Assistant

Term: Part Time, Permanent

Hours: 30 hours per week (spread over 4 or 5 days), with flexibility for movement in cases of emergency. As Lakeland Arts is a seven-day-a-week operation these days need not necessarily be taken between Monday and Friday, in agreement with the Head of Operations



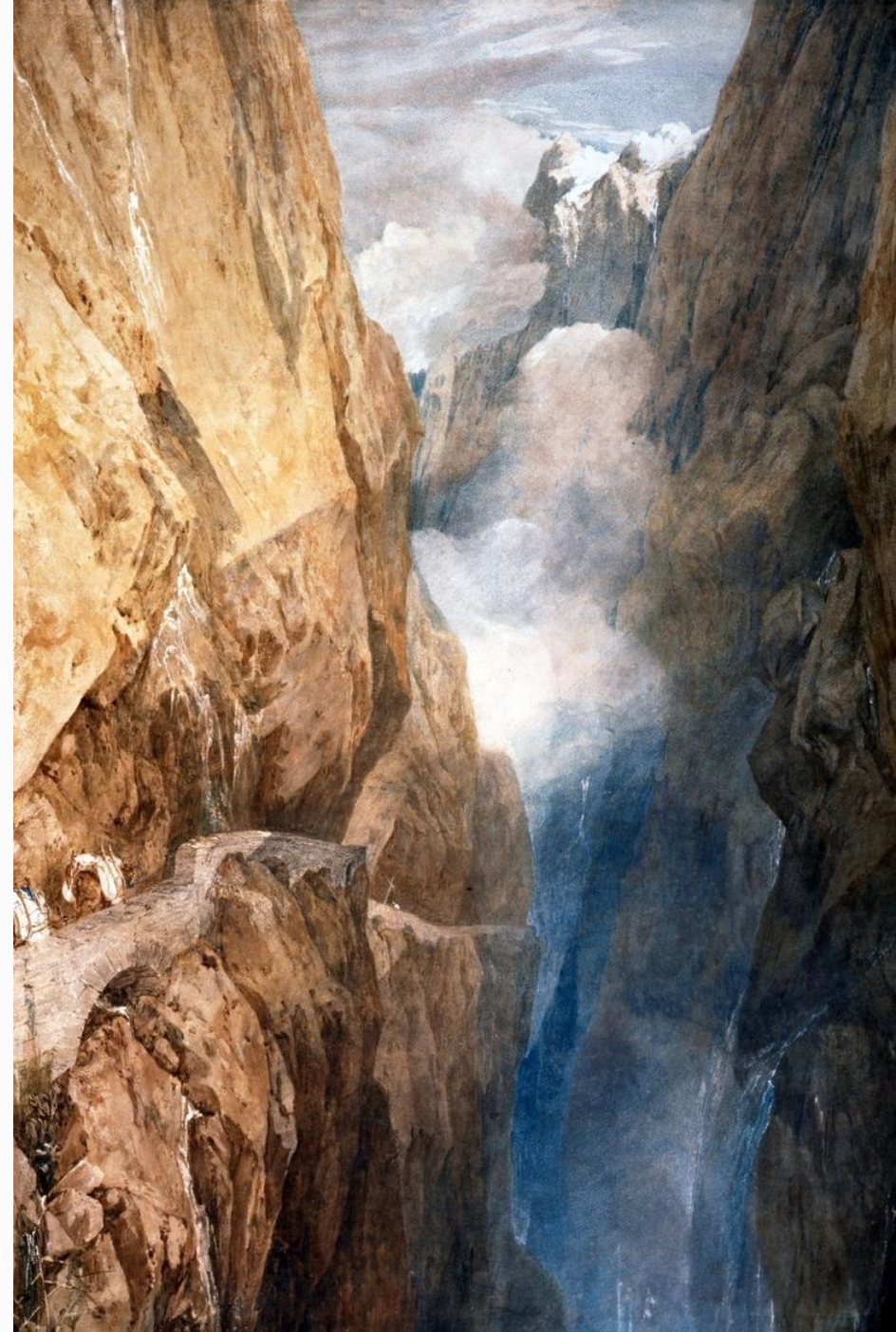
Purpose

Lakeland Arts is part of the Cumbria Museum Consortium, a National Portfolio Organisation funded by Arts Council England. For more information about Lakeland Arts, visit: www.lakelandarts.org.uk.

The role is responsible for the maintenance and upkeep of Lakeland Arts' properties, car parks, and surrounding land. It provides both technical and practical support across a range of maintenance activities, working closely with other departments to maintain a safe environment for staff and deliver an exceptional experience for visitors.

The postholder will use their skills in building maintenance, oversee contractor work, and collaborate with the Estates Assistant and volunteers to ensure the effective delivery of building and facilities operations. The Estates team operates with flexibility across three venues, tackling new challenges each week while keeping planned maintenance on track.

The successful candidate will be a collaborative and proactive individual with proven experience in buildings, services and facilities maintenance. They will thrive in a busy, hands-on environment, managing a variety of tasks, systems and equipment. They will be committed to supporting teams to ensure Lakeland Arts venues are presented to the best of their abilities.



Key Responsibilities

Estate Management

- Oversee all planned maintenance services, reactive repairs and general upkeep of buildings and grounds, including the scheduling of closure period maintenance and upgrade works. Supervise contractors and coordinate with internal departments.
- Log repairs reported by staff and visitors and ensure they are dealt with in a timely manner.
- Work with the curatorial team to ensure any work completed to our properties is in accordance with conservation and heritage standards.
- Manage records of all maintenance work undertaken and completed, including fire safety folders at each venue.
- Work with Duty Managers to ensure weekly compliance checks for health, safety, fire, security and emergencies are completed. Helping to resolve any difficulties or issues raised.
- Support Visitor Experience and Commercial teams (Catering, Retail, Business Support and Events) to keep our venues safe, tidy and clean for visitors, staff and volunteers. Assisting with set up and clearing down for events, signage, decorations and other installations.
- Source materials and tools required for maintenance, repairs and upgrade works. Ensuring that sufficient spares are available and kept in good condition.
- Collate and record environmental data and meter readings to inform efforts to reduce the impact of Lakeland Arts Properties
- Report to the Head of Operations on all issues connected with ongoing safety, reliability or security of Lakeland Arts properties, its plant, substances and equipment.
- Be a keyholder for all venues, contribute to emergency plans and pre-emptive or reactive actions when they may need to be enacted.

Grounds & Estate Maintenance

- Work with the external landscaping, trees and gardening contractors to ensure that all grounds and gardens are properly maintained and safe for public use.
- Manage day to day car park issues, working directly with the car park management company to troubleshoot and resolve problems, update and maintain parking signage, and ensure the car parks operate effectively.
- Work alongside the Visitor Experience team to help manage traffic flow and parking arrangements during busy periods and events.



- Carry out a range of practical maintenance tasks across the properties, including basic plumbing repairs, decorating, lock and door maintenance, changing light bulbs and clearing drains, ensuring issues are dealt with promptly and the buildings and facilities remain safe, functional and well maintained.

Team Management

- Manage the Estates Assistant, conducting annual reviews, ensuring appropriate training, accreditation and development opportunities are in place.
- Ensure that the estates team provides excellent customer service to staff, visitors and contractors
- Co-ordinate small teams of volunteers in grounds maintenance and other appropriate project work.

Health & Safety

- Ensure all aspects of building maintenance are carried out competently and safely within the requirements of the Lakeland Arts Health and Safety Policy.
- Work to develop, implement and comply with health and safety procedures.
- Conduct regular checks, review monthly fire safety checks and complete six monthly fire drills. Acting to make improvements and ensure that compliance is achieved.
- Collaborate with the Health and Safety Group and Leadership Team to maintain a robust health and safety culture.
- Maintain the register of portable electrical equipment and undertake routine PAT testing.
- Maintain the Estates Team COSHH itinerary and assessments at each venue.
- Work on estates task related risk assessments and arrange H&S training.

ICT

- Support with ICT updates, moving equipment and handling basic ICT issues

Security

- Work alongside Duty Managers to identify and troubleshoot faults with alarm systems, including issues with setting and resetting alarms, and respond to any problems that arise during the working day to help ensure sites remain secure and operational.
- Check CCTV systems following security concerns



Additional information

The post is part time, 30 hours per week working predominantly Monday to Friday with occasional need for evening, weekend or bank holiday working. This role requires frequent travel between Lakeland Arts sites and occasionally further afield.

The annual leave entitlement for this post is 33 working days (made up of 20 statutory days, eight Public Bank Holidays and 5 contractual days) per annum. Pro rata for part time positions.

Lakeland Arts offers an auto enrolment pension scheme as well as a range of benefits including free entry into partner venues in the UK, free entry into Lakeland Arts sites for immediate family and discounts in Lakeland Arts shops and cafes.

Lakeland Arts reimburses staff for travel and other expenses within agreed guidelines. The post holder will be expected to travel efficiently and in a timely manner to and between Lakeland Arts sites.

Health and Safety

Lakeland Arts offers all employees access to an Employee Assistant Programme as well as Eye Tests for DSE users. The post holder is required to carry out their duties in accordance with Lakeland Arts Health and Safety policies and procedures.

Diversity

The postholder is required to always have due regard to equal opportunities, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all cultures. Lakeland Arts welcomes applications from people with protected characteristics and those currently under represented within our workforce.



Person specification

Essential Qualifications and Experience

- Experience in facilities management, building maintenance and/or IT management
- Experience of carrying out general building maintenance and basic repairs, including plumbing, decorating, doors, locks and fixtures
- Basic understanding of health and safety regulations
- Understanding of budgets, costs and the importance of working in a cost-effective way
- Experience of working with contractors on planned maintenance and repair work

Desirable Qualifications and Experience

- Pat testing certificate
- First Aid at work certificate
- Health & Safety training
- Experience of working with volunteers
- Experience of energy efficient systems
- Experience in electrical, plumbing or general building maintenance

Skills and Abilities

- Excellent problem-solving and troubleshooting skills
- Clear and effective communication skills, both verbal and written
- Proficient in using Microsoft Office (Word, Excel, Outlook)
- A team player who maintains professionalism under pressure and is solutions focused

Personal Attributes

- A proactive, hands-on approach with flexible attitude
- Highly organised with strong attention to detail
- Motivated, disciplined and methodical
- Commitment to Equal Opportunities, Diversity, and exceptional customer service
- Commitment to creating a safe, inclusive and welcoming environment for all

This is a part-time role (30 hours per week). The post holder may occasionally need to work weekends, or bank holidays to address urgent maintenance issues. Flexibility and a commitment to ensuring the estate runs smoothly are essential.

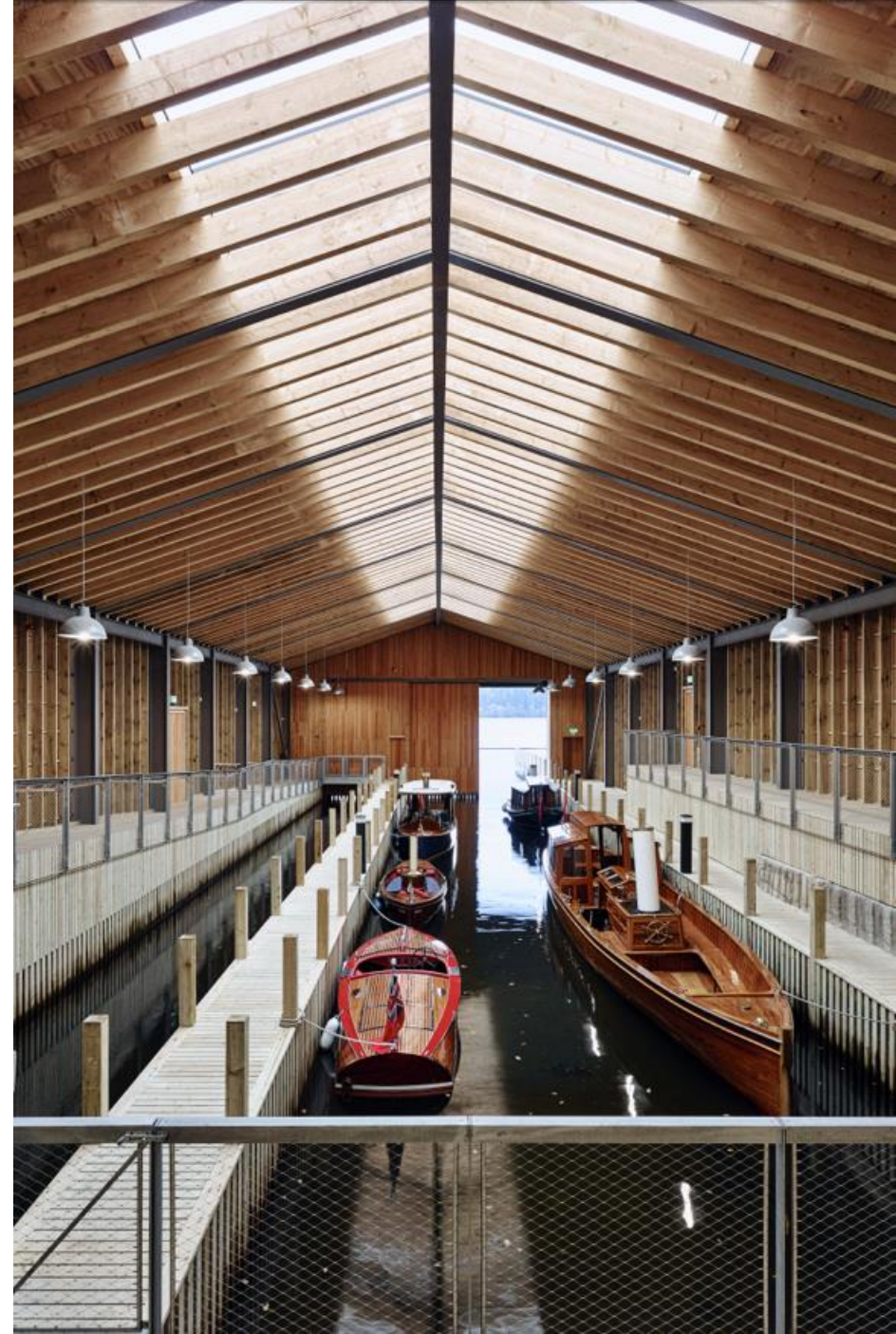


How to apply

Please send a CV and cover letter to jobs@lakelandarts.org.uk by the closing date midnight 15 November.

Selection process

Short listing for interview will be based on the CV and cover letter. We will be holding interviews on 23 and 26 November.



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Thank you for your application.

lakelandarts.org.uk