



Post: Estate Maintenance Manager

Reporting to: Director

Contract: Permanent

Hours: Equivalent of 40 hours per week

Salary: Up to £33,000 per annum

Location: Livingston (West Lothian)

At Almond Valley Heritage Trust, we are passionate about promoting, preserving, and celebrating the unique natural, built and cultural heritage of West Lothian. As a charity, we operate the Almond Valley Heritage Centre, a beloved visitor attraction spanning 23 acres and home to some of the region's most heritage, including the historic Mill Farm and working waterwheel, an accredited museum and rare breed farm.

Almond Valley welcomes over 160,000 visitors annually, attracting families from across Central Scotland and beyond. As we look to the future, we are excited about expanding our heritage and conservation efforts and exploring opportunities to harness the heritage in our care to inspire the next generation and transform visitor experience. Our upcoming programmes will inspire action on important topics like climate change, and we aim to engage communities through innovative events and educational initiatives.

As the Estate Maintenance Manager, you'll be a vital part of our organisation, leading a team that work maintain, improve, evolve and fully utilise our extensive estate for the benefit of our visitors, community and future generations. You will actively support our vision of celebrating the power of heritage through the power of play, enabling a first class visitor experience. You will also prioritise a safety first culture, ensuring that our heritage centre operates smoothly, delivering a safe, and exceptional experience for over 160,000 annual visitors and ensuring the safety and wellbeing of our workforce.



## **Job Summary**

This is an exciting opportunity, to join Almond Valley Heritage Trust as we implement a new five-year masterplan to transform our site into a cultural beacon for the region and Scotland.

Responsible for the direct line management of the estates team (covering landscape & maintenance) you will lead in the planning and implementation of a comprehensive site maintenance and development service within the footprint of Almond Valley Heritage Centre.

You will oversee site inspections, of devices, structures and environments, identifying the need for repairs and renovations and directly contribute to the health & safety functions of the estate, maintaining robust safety practice in the maintenance of site buildings, infrastructure, and equipment, and prioritising the safety of our workforce and visitors.

You will also support the Director in the implementation of the 5 year master plan, in particular, advising on the development of the built heritage and wider estate to fulfil our ambition to embed heritage front and centre of our visitor and education offer.

The successful candidate will balance hands on practical maintenance skills, with a methodical and systematic approach to health & safety, and an ability to plan and deliver major building projects.

### **The post-holder will:**

- Be an autonomous manager reporting directly to the Director.
- Plan, schedule and deliver day-to-day operational estate/facilities maintenance and development and be the a point of contact for health & safety.
- Be part of the organisation's senior management team.
- Oversee all the proactive maintenance and development of the estate, working directly with the Director to realise our ambitious vision for the future.

### **Key Responsibilities**

#### **1. Grounds and Landscape Management**

- Assist in the planning, maintenance and enhancement of the landscape, gardens, and outdoor spaces, ensuring a high standard of presentation and upkeep of the grounds.
- Ensure that all paths, outdoor seating areas, play zones, and open spaces are safe, clean, and well-maintained for visitors.



- Manage the upkeep of ponds, water features, and other landscape elements, coordinating with contractors as needed.
- Assist in the development of plans for garden improvements, including new planting schemes, conservation projects, or the introduction of wildlife-friendly features.

## 2. Maintenance and Repairs

- Develop a comprehensive asset management & development plan ensuring a proactive approach to maintenance whilst also contributing directly to major projects that will safeguard and transform our estate for the future.
- Plan and budget repairs and maintenance of building infrastructure, such as walkways, lighting, fencing, play parks, catering facilities and signage alongside our listed built heritage.
- Monitor the condition of outdoor furniture, waste bins, and other visitor-facing assets, ensuring they are in good working order.
- Oversee contractors and service providers, soliciting best value and quality service for any outsourced works, ensuring it is completed on time and to a high standard.
- Develop and maintain a rolling 5-year Estate Management & Development plan, applying a preventative model to ensure the longevity of our estate and infrastructure.
- Respond to maintenance requests and prioritise tasks based on urgency.

## 3. Health, Safety, and Compliance

- Ensure compliance to all aspects of the Health & Safety at Work Act 1974 and proactively lead and participate in continuous improvement initiatives to ensure ongoing Health & Safety improvements on site for all employees, contractors and visitors.
- Responsible for workshop safety and security ensuring compliance with all health and safety regulations and implementing the Plan, Do, Check, Act approach to support a safety-first culture.
- Facilitate training for the Estates team in the area of safe working practice, including use of power and hand tools, use of heavy machinery, COSHH and train and regularly assess train/tractor drivers and train conductors.
- Ensure safety/cleanliness – inspections of play equipment, toilets, fencing, vehicles and wider estate infrastructure accurately.
- Maintaining up to date records, using My Compliance, relating to safety inspections and conducting regular risk assessments across the estate to prioritise safety for our workforce, contractors and visitors.



- Support the formulation of local policies, and safe systems of work in consultation with the wider Management Team.
- Ensure site compliance to COSHH Regulations for all current and new substances.
- Monitor, maintain and regularly check estate wide fire alarm system and carry out regular fire/evacuation drills.
- Investigate all accidents and near-miss incidents, reporting findings, making recommendations, complying with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) when applicable and being the lead contact with the Health & Safety Executive.
- Help ensure emergency and evacuation procedures for outdoor spaces are effective and understood by all staff.

#### 4. Sustainability and Environmental Initiatives

- Assist in the development and implementation of environmental sustainability initiatives across the grounds, such as rainwater harvesting, composting, and energy-efficient outdoor lighting.
- Support biodiversity projects, such as creating wildlife habitats, planting pollinator-friendly gardens, and promoting natural resources.
- Help monitor water and energy use within the landscape and contribute to sustainability reporting and audits.

#### 5. Team Leadership and Coordination

- Supervise the Estate Team, providing day-to-day management, support, and guidance.
- Coordinate work schedules for the estate, spanning landscaping and maintenance tasks and H&S checks, ensuring adequate staff coverage and efficient task allocation.
- Assist in recruiting, training, and mentoring new staff or volunteers within the team.
- Foster a positive and collaborative working environment, encouraging professional development and teamwork.

#### 6. Event and Project Support

- Support the design, setup and takedown of outdoor facilities for events, exhibitions, and other visitor activities, ensuring smooth operations during peak periods.
- Assist with special landscape projects, such as creating event-specific displays or temporary outdoor installations.



- Work with the events and visitor services teams to ensure the landscape and maintenance work aligns with the requirements for exhibitions, weddings, or public events.

## **Person Specification**

### **Essential**

- Experience in estates/facilities management, grounds keeping, or landscaping roles, ideally within a charity, cultural, or visitor attraction environment.
- Excellent knowledge of practical maintenance skills.
- Comprehensive understanding of Health & Safety compliance & regulation, particularly relating to outdoor environments, play areas, PUWER and COSHH.
- Knowledge of grounds maintenance practices, including lawn care, planting, tree management, and pest control.
- Experienced using heavy machinery such as earth movers, tractors, excavators etc.
- Ability to lead and motivate a team, ensuring high standards of work and operational efficiency.
- Practical problem-solving skills with a hands-on approach to maintenance tasks.
- Excellent communication and interpersonal skills, capable of working with contractors, staff, and volunteers.
- Commitment to sustainability and environmental practices in landscape and facilities management.

### **Desirable**

- IOSH qualification or commitment to work towards it.
- Driving Licence.
- Qualifications in horticulture, landscaping, or facilities management.
- Experience working with historic or heritage landscapes.
- First Aid.
- Experience using facilities management & H&S software for tracking maintenance schedules and tasks.
- Understanding of biodiversity conservation principles.

**Closing Date:** Midnight, 4th September 2025

**Interviews** will be held the week commencing: 8<sup>th</sup> September 2025



**TO APPLY** – please email us at [jobs@almondvalley.co.uk](mailto:jobs@almondvalley.co.uk) with a full CV, and a covering letter demonstrating your suitability for the role.

If you have any queries or would like to discuss an application in an alternative format please email [jobs@almondvalley.co.uk](mailto:jobs@almondvalley.co.uk)

### **Equality and Diversity Commitment**

Almond Valley is an equal opportunities employer. We are committed to offering equal opportunity for all and to providing employees with a work environment free of discrimination and harassment and are working hard to create a space in which people from all walks of life see themselves.

We are committed to increasing the diversity of our team and encourage applications from people currently under-represented groups, targeting in particular people of the Global Majority and Deaf or disabled applicants.