

Caretaker – Blackwell, The Arts & Crafts House Recruitment Information



Contents

- Introducing Lakeland Arts
- Job description
- Person specification
- How to apply and selection process

Introducing Lakeland Arts

We're delighted that you're interested in joining the ambitious team at Lakeland Arts as Caretaker – Blackwell, The Arts & Crafts House. Lakeland Arts is one of the most remarkable arts and heritage organisations in the North and has an exceptional portfolio of attractions in an area of outstanding natural beauty. 2018 was the first full year of inscription of The Lake District as a UNESCO World Heritage Site.

You'll be joining us at an exciting time as we'll be opening Windermere Jetty Museum of Boats, Steam and Stories, following completion of the major capital development. Designed by Carmody Groarke architects, this will be the most significant new heritage visitor attraction in the North.

In addition, the Abbot Hall site in Kendal, which houses the Art Gallery and Museum of Lakeland Life & Industry, is at development stage of a major redevelopment with funding from Arts Council England. We've appointed the architect practice MUMA, who designed the extension and refurbishment of the Whitworth Art Gallery, Manchester for the project design.

Abbot Hall Art Gallery is a Grade I listed building in Kendal. The eighteenth century riverside mansion is a wonderful setting for our ambitious programme of temporary exhibitions and displays showing work of artists of national and international significance. Internationally renowned artists featured in major exhibitions over the past few years include Rembrandt, Canaletto, Monet, Grayson Perry, Elisabeth Frink, Barbara Hepworth, JMW Turner and George Shaw.

The Museum of Lakeland Life & Industry boasts a collection of 30,000 objects telling the story of people who lived and worked in the Lake District. The Museum brings the collection to life through exhibitions, period rooms and a Victorian street scene. Displays include objects relating to Arthur Ransome, author of *Swallows and*

Amazons and Cumbria's farming heritage.

Blackwell, The Arts & Crafts House is a stunning Grade I listed house overlooking lake Windermere. Designed by architect MH Baillie in 1901, Blackwell retains almost all of its original decorative features, and it provides a perfect setting for historical and contemporary craft.

Windermere Jetty Museum of Boats, Steam and Stories will be a world-class museum displaying a nationally significant collection of boats when it opens in spring 2019. It will offer a range of activities for visitors including displays telling stories of the boats and the people who built them, a publicly viewable conservation workshop, a boathouse with boats on the water and high-quality visitor facilities.

Lakeland Arts is an Arts Council England National Portfolio Organisation as part of the Cumbria Museum Consortium with Tullie House Museum and Art Gallery, Carlisle and Wordsworth Trust, Grasmere.

So, what is it like working for Lakeland Arts?

You can expect to work in some of the most beautiful buildings, venues and locations in Cumbria and you can have a real sense of pride in the job you do, every single day.

We want to enable you to learn, discover and develop your career here at Lakeland Arts. We'll do everything we can to support you and your development so that you can achieve your goals. We're really proud of where we are and who we are, and our continued success depends on the contribution and expertise of every individual we employ.

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

Rhian Harris
Chief Executive, Lakeland Arts

Job description

Job Title: Caretaker – Blackwell, The Arts & Crafts House
Salary: £9,652.50 (22.5 hours per week)
Location: Blackwell, Bowness-on-Windermere but working across all Lakeland Arts venues

Purpose and key objectives

The Caretaker will maintain excellent standards of care of the Lakeland Arts' (LA) buildings and grounds to ensure that they and their equipment are tidy and properly maintained and well presented to all visitors at all times. They will also help prepare for exhibitions and events.

Key responsibilities

Call Out

- Covering out of hours call-out duties as required, this entails being able to attend the buildings within 20 minutes in the event of an alarm call out (either Fire or Security) in order to unlock the building to allow entry by the Fire Services or the Police
- Assisting the Lakeland Arts Team with the recovery procedure in event of fire or flood, in accordance with the Disaster Plans for Abbot Hall, Museum of Lakeland Life & Industry, Blackwell and the Windermere Jetty

Other Duties

- Daily opening of the building ready for staff and public access
- Regular inspection of all the buildings to report any defects promptly
- Ensuring, in conjunction with the Management, that adequate security is maintained
- Basic repairs and maintenance of all buildings, including painting
- Compliance with the LA Health & Safety and Fire Safety Policies. Working safely and efficiently at all times, using protective equipment and devices provided and by reporting defects in such equipment if they occur
- Organisation and supervision of tradesmen, in collaboration with the Management
- Regular inspection of all electrical and technical systems to report any defects
- Monitoring, in conjunction with the Management, all maintenance agreements to ensure that they are carried out at the correct frequency and dates
- Monitoring stock levels of site consumables, including organising, handling and storage
- Ensuring that leaves and litter are swept from public areas
- Monitoring of car parks, to ensure ticketing (where appropriate) and maintaining smooth running during busy periods
- Assisting members of the public with the disabled access lift
- Assisting the LA team to prepare rooms for the various events, activities and exhibitions that take place

General Accountabilities

All roles will have responsibilities relating to the opening and closing procedures of each area and for the health and safety procedures for each area.

This job description outlines the principal responsibilities and duties of the post holder - it's not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and

which arise out of changes of legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

Additional Information

The post is part time, on an annualised hours contract of 1170 hours per year. These hours will typically be 22.5 hours a week from any 5 days from 7.

The post holder will be required to do weekend working, and occasional evening work. As a key member of staff the post holder will be required to work around scheduled events, particularly those connected with responsibilities of the post.

Candidates must demonstrate that they can fulfil the requirements of the post.

Health and Safety

The post holder is required to carry out the duties in accordance with Lakeland Arts Health and Safety policies and procedures.

Diversity

The post holder is required to have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all cultures.

Person specification

ESSENTIAL	DESIRABLE
Experience	
<ul style="list-style-type: none"> • Minimum of one year of building management / caretaking / maintenance experience • Experience working with the public or in a visitor facing role 	<ul style="list-style-type: none"> • Understanding complex plant equipment and environmental controls within an arts and / or heritage environment • Experience stewarding public events • Car park management / traffic control • Experience of securely transporting cash
Knowledge	
<ul style="list-style-type: none"> • Awareness of, and the ability to use, IT equipment • Awareness of public health and safety, assessing risk and building user needs e.g. during events 	<ul style="list-style-type: none"> • Active interest in heritage and arts
Skills	
<ul style="list-style-type: none"> • Practical maintenance skills • Ability to prioritise and manage time to meet building user requirements • Ability to deal with unexpected situations • Ability to work on initiative and motivation • Ability to undertake regular physical moving and handling, lifting, carrying and bending (subject to DDA modification where necessary) • Working at height experience • Ability to manage usage / issue of and ordering of estate supplies • Excellent interpersonal and communication skills 	<ul style="list-style-type: none"> • Ability to learn new information quickly • Willingness to develop new work-related skills • Quick thinker
Qualities	
<ul style="list-style-type: none"> • Hands on approach • Welcoming manner • Enthusiastic • Customer facing • Good time keeping 	<ul style="list-style-type: none"> • Proactive self-starter
Qualifications	
<ul style="list-style-type: none"> • Qualification / valid certification in a maintenance related field; such as electrician, heating engineer, plumber or other relevant background 	<ul style="list-style-type: none"> • Certification or qualifications relating to customer service • PAL card / IPAF certificates • First Aid trained