

JOB DESCRIPTION

Job Title	Estate Manager
Team	Estate
Reporting to	Phil Kernan
Location	Combe Grove, Combe Down, Bath

Combe Grove is the commercial organisation within The Elmhurst Foundation, offering Wellness Stays and therapeutic Fasting Stays, in addition to The Club at Combe Grove, which has an active and valued membership. Combe Grove is a nature rich near 70 acre Estate in an Area of Outstanding Natural Beauty in the UNESCO World Heritage Site of Bath. Its objective is to provide guests with an opportunity to rest, restore and reset in a natural environment. Combe Grove has a wide range of sporting facilities including swimming pools, tennis courts and exercise, spin and gym studios.

The Estate Team supports activities in horticulture, arboriculture, agriculture, heritage carpentry, painting and decorating.

The estate aims to become self-sufficient in food production whilst maintaining and improving the land and its biodiversity.

The buildings, including the nine bedroom Georgian Manor House and the 31 bedroom Barn conversion on the Estate are a mixture of listed and more modern buildings. There is a commitment to maintain and improve all these buildings wherever possible with traditional craftsmanship.

As guardians of the Combe Grove Estate environmental responsibility is at the heart of all decision making and the aim is to reduce environmental impact, becoming net-zero ahead of BANES 2030 goal. Awarded the Silver Green Tourism award and working towards Gold Green Tourism award, the Estate Team use permaculture practices including no-dig to help proliferate biodiversity in this extremely special part of the Bath countryside, conserving its ecological health for future generations.

Job Summary and Main Purpose

Reporting to the General Manager, you will have responsibility for:

- Our land. The Estate is some 70 acres of land in an AONB. Our aim is that we enhance the grounds and look after the habitat. We practice 'no till' food production, permaculture and agroforestry and we are committed to renewable energy. We wish our guests to be able to experience the natural environment on the Estate and to develop awareness of all that is the diverse habitat, wildlife, birds, insects, and whole system health starting with the soil. Food production is an essential part of our work, and we expect to provide a high proportion of the nutritional needs of the Estate directly from our land, seeking organic accreditation and an ultimate aim of self-sufficiency.
- Our buildings. The estate comprises Listed and modern buildings which require careful restoration, maintenance and improvement in accordance with Listing and environmental standards. We expect to develop craftsmanship on-site and to train apprentices in these skills. Utility usage must be minimised and be sustainable wherever possible.
- Our Estate Team. The Team comprises of a Land Manager, 5 Team Leaders and 20 Apprentices working with them in all aspects of the Estate. The Estate Team Apprenticeships are three year courses with each fully qualified apprentice leaving at the end of their studies creating the opportunity for the next year to move up and so ensuring the continuous flow of apprenticeships. The Estate Team of 27 is a significant part of our total workforce of 120. Their experience and passion for the land, the environment and the buildings is an essential and integral part of our future.

- Our compliance. Monitoring, compliance and delivery of all health and safety and other legal and statutory requirements using local, family based private business contractors, who support our aims and methods and who are contracted to deliver excellence at the best possible rates.
- Our Estate budgets. As a charity, value for money is always uppermost in our mind and all works and contracts must be evaluated to ensure that we are paying the appropriate price and no more.
- Our environmental responsibility. The Elmhurst Foundation is the guardian of the Combe Grove Estate for the future, and it is vitally important that we impact the land as little as possible and improve the biodiversity of the Estate. This is an overarching responsibility of this role.

Principle Duties and Responsibilities

Management

- Show empathetic and resourceful leadership to the whole Estate Team, understanding that mentorship and knowledge transference is a continual process to all in the Team. Ensure that the Team Leaders are trained, supervised, and managed appropriately and show continual progression in their careers. Manage, evaluate, and mentor the Team Leaders such that the apprentices under their tutelage achieve their required qualifications to the required standards and timescales, and leave Combe Grove as enthusiastic ambassadors for Combe Grove and its apprenticeship programme.
- Work closely with the Apprenticeship Manager to ensure that the apprenticeships being offered are always promoted locally on a timely basis, fully taken-up and filled with high-quality applicants. Continually monitor the needs of the Estate and the Team to ensure that the apprenticeships offered are both at the highest possible levels and relevant to our needs.
- Ensure that craftsmanship is understood by everyone across the Estate, both on the land as well as for the buildings, and is delivered.
- Ensure that all members of the Combe Grove Team, especially the Management Team, are kept updated on Estate activities and are encouraged to participate and learn.
- As part of the Combe Grove Management Team, actively participate in any ‘out of hours’ rotas to support the running of the Estate.

Land, Woodland and Food

- Monitor the management of the woodlands in accordance with the development plan for the ecology and landscape of the Estate, ensuring maintenance and replacement as necessary, along with new grown areas.
- Manage public access and security in accordance with the requirements of the Elmhurst Foundation.
- Inspire and manage food production ensuring that production and output is balanced to the needs of the Combe Grove kitchen and Caff whilst utilising the latest ‘no-till’ permaculture standards and ecological best practices of soil health and cultivation.
- By 2025 achieve appropriate and relevant recognised accreditation standards for both food production and the land.
- Research and introduce green technologies wherever possible on the land.

Facilities, Buildings and Maintenance

- Ensure that there are responsive and planned maintenance programmes for all buildings, agreed with the Managing Director and potentially external advisors, cost-effectively negotiated, and managed to agreed quality and budget limits. Ensure that these plans are completed to appropriate timescales and minimising disruption to the running of the Health and Wellbeing programmes.
- Ensure all premises are continually legislatively compliant.
- Ensure that all green technologies are used wherever possible, and that energy usage is minimised.
- Ensure that all energy supplied to the Estate is as green as possible.
- Research and implement sustainable energy solutions for the Estate.
- Manage all utility usage, ensuring that all are the most cost-efficient solution for the Estate.

- Manage planning applications alongside external advisors for new site buildings and existing buildings, being cognisant of the requirements of both listed buildings, AONB, green belt and SSSI requirements.
- Oversee mechanical and electrical systems so that they comply with current legislation, statutory testing, inspection, and record-keeping.
- Ensure that all external contractors used meet Combe Grove required standards and support Combe Grove objectives.
- Ensure that all works provided by external contracts are tendered and costed as appropriate.
- Ensure that all services provided by 3rd parties are done so, recognising the charitable status of Combe Grove and that pricing reflects this.

Health and Safety

- Ensure all Combe Grove employees and, where appropriate consultants, have timely, periodic relevant training for health and safety, use of equipment, and PPE. Ensure that records for such training are maintained on a timely basis.
- Monitor, manage and implement all fire procedures and risk assessments in accordance with relevant legislation.
- Ensure health and safety and environmental legislation is adhered to for any 'on-site' works using Combe Grove staff or external contractors through the preparation of risk assessments and method statements for all work: ensure compliance with the requirements identified.
- Conduct and evaluate regular facilities inspections.
- Ensure compliance with health and safety standards and industry codes.
- Ensure a safe environment exists for all staff and guests on the Combe Grove 70 acres wherever possible and ensuring that any areas which are regarded as less safe or unsafe are carefully marked and, if possible, have restricted access.

General Requirements

In addition to the above, there are general requirements that apply to all roles

- To participate in Management and Team meetings.
- To participate in training activities including requirements for statutory and mandatory training.
- To participate in Team supervision and personal development reviews.
- To ensure that the wellbeing and personal comfort to all guests visiting Combe Grove is maintained by providing the highest standard of care and service.
- To comply with all Combe Grove policies and procedures.

Contacts

- Regular communication with all Managers and their Teams at Combe Grove.
- Local contractors and advisory bodies.
- Local food suppliers.
- Local volunteers.
- Elmhurst Trustees.
- Local community relationship building for our horticulture, arboriculture, heritage craftsmanship, ecology, wildlife, nutrition, and ethos sharing.

Special Notes

This job description does not form a part of the contract of employment, it indicates how that contract should be performed. The job description may change in the light of experience and in consultation with the person in this role.

No Smoking Policy

Combe Grove operates a no smoking policy for all employees, volunteers, visitors, and suppliers.

Confidentiality

Personal information relating to guests, club members, employees and apprentices and any other information that is of a confidential nature must not be communicated to other persons except as expressly required as part of the duties and responsibilities of this role.

Health and Safety at Work Act

It is the responsibility of all team members to ensure that the requirements of the Health and Safety at Work Act are complied with, safe working practices are adhered to, and that hazards are observed and reported to the appropriate manager.

Estates Manager Person Specification

Qualifications and Experience	Essential	Desirable
Ideally a recognised surveyor / building qualification up to degree level, or equivalent. Chartered member of RICS or CIOB.	•	
Significant experience in site development.	•	
Management of building maintenance, land and woodland management, renovation works, horticulture, fire and security.	•	
Significant experience in a senior estate management role, with specific responsibility for both land and building.	•	
Significant experience and knowledge of the management of Health and Safety at work.	•	
Experience of managing budgets and working effectively within agreed targets.	•	
Skills and Attributes		
Commitment to the highest standards of accuracy and attention to detail.	•	
Excellent communication and interpersonal skills.	•	
A self-starter and motivator, a 'doer' with a 'can-do' attitude	•	
Highly organised and systematic, working to defined plans and timescales.	•	

As a master craftsman, show a passion for nurturing talent in others and a strong desire to pass knowledge and skills on to others and especially the next generation.	•	
A passion for ecology, nature, the environment, and craftsmanship.	•	
A strong personal practice in health and wellbeing	•	