

Combe Grove

Estates and Operations Manager

Combe Grove is a centre for advanced health and wellbeing in the UNESCO World Heritage City of Bath. We have a unique and exciting opportunity for an experienced and enthusiastic Estates & Operations Manager to join our friendly team.

As Estates & Operations Manager, you will ensure that the best practices are followed within the organisation, achieving maximum efficiency and the most suitable environment for everyone on the Combe Grove Estate.

The buildings, including the nine-bedroom Georgian Manor are a mixture of listed and more modern buildings. There is a commitment to maintain and improve all these buildings wherever possible by working with local craftsmen. We expect to develop craftsmanship on-site and to train apprentices in these skills. Utility usage must be minimised and be sustainable wherever possible.

The Estate plans to become self-sufficient in as many ways as possible including with food production, maintaining and improving the land and its biodiversity, with an established Kitchen Garden producing vegetables and food for the Estate.

The role:

This is a diverse field with a range of responsibilities involving the planning and operation of :

- building and grounds maintenance
- horticulture and conservation development
- access and car parking
- health and safety management
- minor procurement and contract management
- security for the estate
- space management
- utilities and communications infrastructure.

Management and Leadership

- Lead on standards and practices actively reflecting the vision and values of Combe Grove and the Elmhurst Foundation specifically.
- Support and lead the Estates team to continually develop team spirit and achieve the highest level of performance.
- Ensure the Estates team are up to date and proficient in all of their statutory and mandatory training and this is recorded on the Health and Safety system including: Fire Training, Manual Handling, and COSHH etc.
- Working with the Apprenticeship Manager to develop, establish and support enhanced Apprenticeship roles within the team across a wide range from Horticulture Level 2 & 3, Countryside Worker Level 2, Heritage Carpentry as well as Painting and Decorating.
- Participate in the shared Duty Manager rota, providing essential cover across the organisation as required.
- Lead regular team meetings and ensure effective team communication.

Facilities Management Responsibilities.

- Direct, coordinate and plan essential services such as buildings maintenance, security, grounds maintenance, waste disposal and recycling.
- Ensure buildings meet health and safety requirements and that facilities comply with legislation
- Project manage, supervise and coordinate the work of designated contractors
- As Health & Safety Lead for Combe Grove ensure that all policies, procedures and processes are in place in line with regulations including risk assessments, notices and advice and all statutory and mandatory training.
- Calculate and compare costs for required goods or services to achieve maximum value for money
- Plan for future development in line with strategic business objectives and manage and lead change to ensure minimum disruption to core activities
- Review and maintain relevant Estates policies ensuring that all team members are kept up to date and adhere to all health and safety, buildings and other regulations, requirements and guidance..
- Identify facilities problems and issues before they arise acting fast and effectively to resolve urgent issues.
- Develop, monitor and review effective systems and Standard Operating Procedures , SOPS, for the facilities and ensure that they are implemented and followed by the relevant Team Leaders and their Teams.

· To live and demonstrate the Combe Grove values which includes being Inclusive, Inspiring, Collaborative, Courageous, Always Learning and Accountable.

Working Hours

Total 40 hours excluding breaks each week, working eight hours each day five days across Monday to Friday.

As a member of the team there are enriching benefits to enjoy:

· A solo Metabolic Membership at Combe Grove, which has fantastic flood-lit indoor and outdoor facilities, including a state-of-the-art gym, indoor and outdoor heated pools and undercover tennis courts available all year round.

· Subsidised meals made from nutritious, sustainably sourced, organic, free-range, local ingredients which as far as possible are sourced from the Estate Kitchen Garden.

· Access to the 70 acre estate which proudly showcases our oldest woodland, Eastwood which is approximately 200 years old. A beautiful setting offering a rich diversity of plants and trees to enjoy a lunchtime walk.

· Subsidised treatments and therapies provided by the on-site team using pure, organic products from the South West of England with selected medicinal herbs and aromas to support the therapeutic benefit of treatments.

· 30 days annual leave each year pro-rata

· On site Car-Parking and bicycle racks. You may want your own transport to the Estate as public transport is limited

Combe Grove is a no smoking and no alcohol estate.

We offer a competitive salary starting at £45,000 based on skills and experience and a benefits package.

We are receiving a high number of applications for this exciting role so to apply please send your CV as soon as possible to Personnel@combegrove.com www.combegrove.com