

## **House and Collections Care Manager vacancy at Ditchley Park**

Ditchley Park is one of the United Kingdom's finest houses, having a rich history as an idyllic retreat for royalty and power since the reign of Queen Elizabeth I. Churchill famously used Ditchley as a secret base during the early years of World War II, meeting presidential envoy Harry Hopkins here in his efforts to win American support.

Ditchley Park is owned and managed by The Ditchley Foundation who work with people from across the world to help sustain peace, freedom, and order. Ditchley's approach aims to build new common ground, we believe that change is driven, and managed, by personal relationships, not reports or declarations.

In this inspiring place, we enable spirited but respectful discussion across divisions of expertise, geography, generations and political opinion. We work constantly to get better at this, harnessing the power of tradition and innovation in equal measure. No one leaves Ditchley without thinking new things.

When not being used by The Ditchley Foundation, Ditchley Park hosts private events for selected institutions and companies.

If you would enjoy working as part of a team to care for and maintain our wonderful house and its collection, this role would be perfect for you.

**Hours:** 40 per week. In this role, you'll be required to work mostly Monday – Friday, with occasional weekend working for selected events.

**Salary:** £31,000 per annum

### **To apply**

Email CV and covering letter to [gareth@ditchley.com](mailto:gareth@ditchley.com) . Covering letter should include:

- Why you are interested in Ditchley
- What skills and/or experience you can bring to the team
- How Ditchley can help you develop

Applications close at 5pm on 21st April 2024

**JOB TITLE: House and Collections Manager**

**HOURS: 40 hours**

Supported by the housekeeping team you will be responsible for the conservation and care of both the house and collections. The house is maintained to a high standard and, unusually for a house of its stature, is made available for both internal and external residential and non-residential events as a country house home. Under the direction of the House Operations Manager, you will support the delivery of an effective and flexible house service, to enable the successful operation of the Foundation.

In addition to the day-to-day care of the house and collection we will be implementing a long-term conservation plan for the collection ensuring it is maintained and conserved to the highest standard and any restoration and remedial repair is programmed and documented.

You'll be supporting with:

- Overseeing the cleaning and presentation of guests' bedrooms, bathrooms and all shared spaces to a high level.
- The provision of planned, preventative and reactive maintenance, repairs or conservation using a variety of in house or contracted skills.
- Planning and implementation of conservation projects, collections care and daily opening of the house ensuring appropriate resources are in place
- Creating and implementing a long-term conservation management plan for the house and collection. This will include updating the collections database with all conservation work undertaken.
- Environmental monitoring: using data from current measures to identify issues and inform better practices. You'll also support the management of the inventory control and collections movements on the Collections Database.
- Developing the Domestic Team to improve general and conservation cleaning practices in day-to-day routines.
- Control of housekeeping expenses including cost of sales and salaries in line with business levels.
- Monitoring and replenishing housekeeping stocks, conservation materials and emergency actions kits.
- Supporting routine activities such as coordinating relevant contractors and ordering and accepting domestic supplies and equipment.
- Routine compliance monitoring across the house such as COSHH assessments, risk assessment reviews and completion of relevant health and safety documentation.

## **Who we're looking for**

### **Essential**

- Demonstrates a working knowledge of preventive conservation and practical application
- Has operational experience of collections management and care in an historic environment.
- Good organisational skills and attention to detail
- Able to influence and engage people at all levels
- Budget and financial management
- Ability to use tools, equipment as required for the role
- Ability to multi-task and work in collaboration with other departments
- Ability to work well in a team
- Basic IT Skills including standard Microsoft Office 365 programs.
- Calm and personable
- Physically fit
- Flexible, adaptable, and willing to take on ad hoc tasks

### **Desirable**

- Undergone training via a recognised conservation training course or completed work-based conservation training over a period of 5 years.

### **The package**

- Substantial pension scheme of up to 10% basic salary
- Optional Wellbeing benefits package
- 20 days holiday plus Privilege Leave of up to 2.5 weeks during Christmas closure.
- Lunch provided whilst onsite