

Hawk Conservancy Trust
Visitor Centre, Sarson Lane
Weyhill, Andover
Hampshire, SP11 8DY

T: 01264 773 850
F: 01264 773 772
E: info@hawkconservancy.org
www.hawkconservancy.org



Where the sky's the limit

Facilities and Site Manager

Are you a hands-on facilities/site manager who is seeking a unique challenge with widely varying projects? This might just be the challenge you are looking for. If you are practical, organised, creative and dedicated, we have a rare opportunity for you to take on the exciting role of Facilities and Site Manager at the Hawk Conservancy Trust. This role, leading a small team of staff and volunteers, will be responsible for ensuring the Trust's site runs smoothly and overseeing planned developments. Key goals include attaining high standards for visitors' experiences, as well as ensuring our birds are accommodated in industry-leading comfort.

Responsible to: Head of Living Collection

Responsible for: Keeping the fabric of the Hawk Conservancy Trust in good order and supervising development projects

Salary: Up to £34,000 depending on experience

Hours: Full-time, flexible work pattern. Very occasional need for work at the weekend

About the Hawk Conservancy Trust

The Hawk Conservancy Trust is an award-winning visitor attraction and conservation charity dedicated to the conservation of birds of prey. The Trust has already enjoyed considerable success over the last 60 years and is ranked a top nature attraction in the UK according to TripAdvisor. We are fortunate to be situated on a stunning 22-acre park with a range of facilities, including the Trust Shop and our superb Feathers Restaurant. Our reputation for a warm welcome and passion for our birds and our visitors is central to our success.

Main duties and responsibilities

Overall objectives for the role are:

- To ensure the site runs smoothly and professionally, including regular maintenance of the site's infrastructure

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CONSERVATION EDUCATION RESEARCH REHABILITATION

HAWK CONSERVANCY TRUST LTD
CHARITY NO: 1092349 | COMPANY NO: 4304161 | VAT NO: 997 3248 63
THE HAWK CONSERVANCY TRADING COMPANY LTD
COMPANY NO: 5028485



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- To scope out and manage the budget for site and infrastructure operations and approved projects
- To ensure the site is safe, and kept to a high standard for our staff, volunteers and visitors in compliance with Health & Safety legislation and Zoo Licensing regulations
- To aim for adoption or creation of best practice approaches in all aspects of the Trust's operational environment, including sustainability
- To contribute to developing the profile of the Hawk Conservancy Trust as a world class visitor attraction and conservation charity
- To be part of effectively developing the teamwork of the Hawk Conservancy Trust

Responsible for:

Leading on the implementation of the strategic site plan, including development of aviaries, arenas and other attraction elements. Supporting a collaborative, creative and sustainable approach to developing new aviary designs and building works. Providing project and contractor management on projects, including project scoping.

Creating, supervising and implementing a proactive maintenance plan to ensure the grounds, infrastructure, equipment, and general site are kept to high standards and in line with Health & Safety regulations. Acting as a key point of contact, responding to and resolving emergencies, potentially out of hours, and other requests for support. Devising and operating a system to ensure preventative and remedial works are prioritised and completed cost effectively.

Ensuring the Trust's aims for continual improvements in sustainability and onsite biodiversity are achieved.

Managing and supervising departmental staff, volunteers, students and work groups engaged in maintenance and grounds management. Selecting, onboarding, managing and supervising suppliers and contractors. Recruiting and developing volunteers as part of the volunteer steering group, including selection, inductions, and training programmes.

Collaborating with colleagues on areas such as:

- Aviary design
- Biosecurity requirements

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- Event planning, infrastructure, set up and tear down
- Fundraising initiatives
- Health & Safety planning and record keeping

Person Specification

We'd love to hear from you if you are:

- Skilled in project management and budgeting
- Experienced with construction projects and contractor management
- Adept at problem solving and juggling competing demands
- Willing to pitch in and help in a range of tasks
- Competent with power tools
- Familiar with supervising trades and infrastructure services
- Confident in your Health & Safety experience and knowledge
- Conversant with groundskeeping
- Experienced at supervising colleagues and volunteers
- Creative in your design ideas and construction solutions
- Driven to produce and maintain high standards
- Strong in interpersonal skills at all levels
- A skilled communicator with staff, contractors, and the public
- Comfortable with cross-team working and influencing
- Good negotiating skills
- Trustworthy, resilient and have integrity
- Committed to equal opportunities and anti-discriminatory practises

Desirable:

- Interested in the natural world and the mission of the Trust
- Charity experience including securing in kind and cash donations

APPLICATION

Submit a CV together with a covering letter, noting the role for which you are applying, to hr@hawkconservancy.org or by post to Human Resources, Hawk Conservancy Trust, Visitor Centre, Sarson Lane, Weyhill, Andover, Hants SP11 8DY

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Closing date for applicants: rolling process with interviews starting from mid-February

Please Note:

- The position is subject to DBS and reference checks.
- Due to the location it is important to have your own transport

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