

# MISERDEN

## Employment Opportunity – Property Maintenance

Miserden Estate has an exciting new opportunity for a skilled tradesperson to join the property maintenance team on the Estate.

### **Miserden Estate**

Miserden is a privately owned rural Estate situated at the top of the Golden Valley between Cirencester, Stroud, Cheltenham and Gloucester. The Estate includes an extensive portfolio of residential, commercial, agricultural and heritage buildings that are maintained to a high standard.

The Estate has a positive community ethos and a strong property brand, both of which are heavily influenced by the effective maintenance of the buildings. In addition to the buildings the Estate owns and operates a private water supply, a biomass district heating scheme and a fibre optic broadband network.

The Estate also includes forestry, agricultural, sporting and gardens, all of which closely interact with the property maintenance team.

### **The Role**

The Estate are therefore looking for a qualified and experienced trades person to join an established team to deliver practical property maintenance tasks. Although seeking a candidate with experience in a specific trade the successful candidate will need to have the skills to apply themselves to a range of property maintenance tasks.

Over a period the role will grow to include a higher proportion of responsibility for the management of the property maintenance team. This is likely to include the following:

- Ensuring Health & Safety compliance of the properties and maintenance operations.
- Preparing and monitoring annual budgets for the delivery of the property maintenance.
- Managing the delivery of property maintenance tasks.
- Managing one off property projects.
- Managing a team of contractors.
- Liaising with the owner of the Estate and Estate Managers over projects.
- Maintenance and oversight of the biomass district heating scheme, for which specific training will be provided by the Estate.

The role will support on-going training and personal development. Specifically the role will work closely with the current Works Manager to gain an understanding of the various requirements of the property maintenance team.

It will be expected that the candidate will be an ambassador for the Estate in all their activities and work as part of the wider team to help achieve the Estate's goals.

The role will require the candidate to be on call and flexible in their working hours to respond to urgent property matters.

Accommodation can be made available with the role but is not compulsory. The competitive salary package would be reflective of accommodation.

### **The Candidate**

The successful candidate will have experience of a specific building trade (e.g. plumbing, carpentry or electrician) and would preferably have up to date formal qualification for their specific trade, such as an NVQ level 3 in plumbing.

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In addition the candidate will need to have experience of all aspects of property maintenance, in particular properties of a traditional construction. It would be preferable if the candidate had experience with heritage properties or Listed Buildings.

All applicants would need to demonstrate that they can work flexibly as part of a small team but also have the initiative to work alone when required. The Estate are looking for a candidate to start as soon as possible.

The candidate will need to demonstrate the aptitude and confidence to take on the additional management responsibilities.

To apply for the job please complete the application form that is available to download from the Estate's website and send with a covering letter to:

**Oliver Cooper, Estate Office, Miserden, Stroud, Gloucestershire, GL6 7JA**

[www.misardenpark.co.uk](http://www.misardenpark.co.uk)

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## Application form – Property Maintenance

Surname: .....

Other names: .....

Address: .....

Telephone: .....

### Employment history

Present/previous employer .....

Address: .....

Job Title: .....

Duties: .....

.....

.....

Rate of pay: .....

Date employed from .....to .....

Reason for leaving: .....

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***No approach will be made to your present employer before an offer of employment is made to you.***

Please tell us about other jobs you have done and about the skills you used and/or learned in those jobs:

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Education and training

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Please provide the details and results of any examinations taken:

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Further education (e.g. technical college, evening classes)

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Please detail the specific trade(s) that you have and the level of experience and/or qualification you hold:

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Please provide details of your property maintenance experience and where relevant any experience of heritage properties:

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Please provide examples of where you have been responsible for the following:

Health and Safety: .....

Financial budgeting: .....

Project management: .....

Leadership: .....

Please tell us why you applied for this job and why you think you are the best person for the job:

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Do you have a Full and Clean Driving Licence? Yes  No

Please tell us if there are any dates when you will not be available for interview

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I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signature ..... Date.....