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ANTARCTIC
HERITAGE
TRUST

UK ANTARCTIC HERITAGE TRUST

BUILDING AND CONSERVATION MANAGER

The UK Antarctic Heritage Trust is seeking an experienced Building and Conservation Manager who will lead our heritage management programme and oversee the general maintenance works in the UK and on-site in Antarctica. You'll work alongside the wider UKAHT team, as well as a wide range of partners and professionals such as conservation carpenters, building surveyors and architects. You'll drive forward our vision and goals and help us secure the physical heritage on the Peninsula to ensure the sites, artefacts, stories and historic environment will be preserved for future generations.

ABOUT THE UK ANTARCTIC HERITAGE TRUST

We are the UK Antarctic Heritage Trust, the principal organisation in the UK dedicated to advancing conservation, culture and education for heritage in Antarctica.

We aim to connect people with Antarctica's wonder and its stories of human endeavour to help promote a greater understanding of this extraordinary place and the role we all have in protecting it.

We help conserve Antarctic heritage by looking after six historic sites on the Antarctic Peninsula, delivering a range of vibrant and creative public programmes, and working with Antarctic policymakers on issues related to heritage conservation.

Through focusing on the layers of human history in Antarctica, we use their remarkable stories to explore Antarctica and why it matters to us all, helping current and future generations understand, value and protect this precious wilderness.

Building on our strengths, and learning from our experience, our ambition over the next decade is to: safeguard British heritage in Antarctica; engage a growing and increasingly diverse audience with this heritage and the broader questions concerning Antarctica and use our expertise and influence to help secure a sustainable future for this most remarkable place on our planet.

OUR VISION

Stories of human endeavour in Antarctica feed our imaginations and our understanding of Antarctica's impact on our world, lives, and future.

OUR MISSION

To Protect, To Inspire, To Champion.

Our mission is to promote a greater public engagement with Antarctica through heritage conservation, storytelling and effective advocacy.



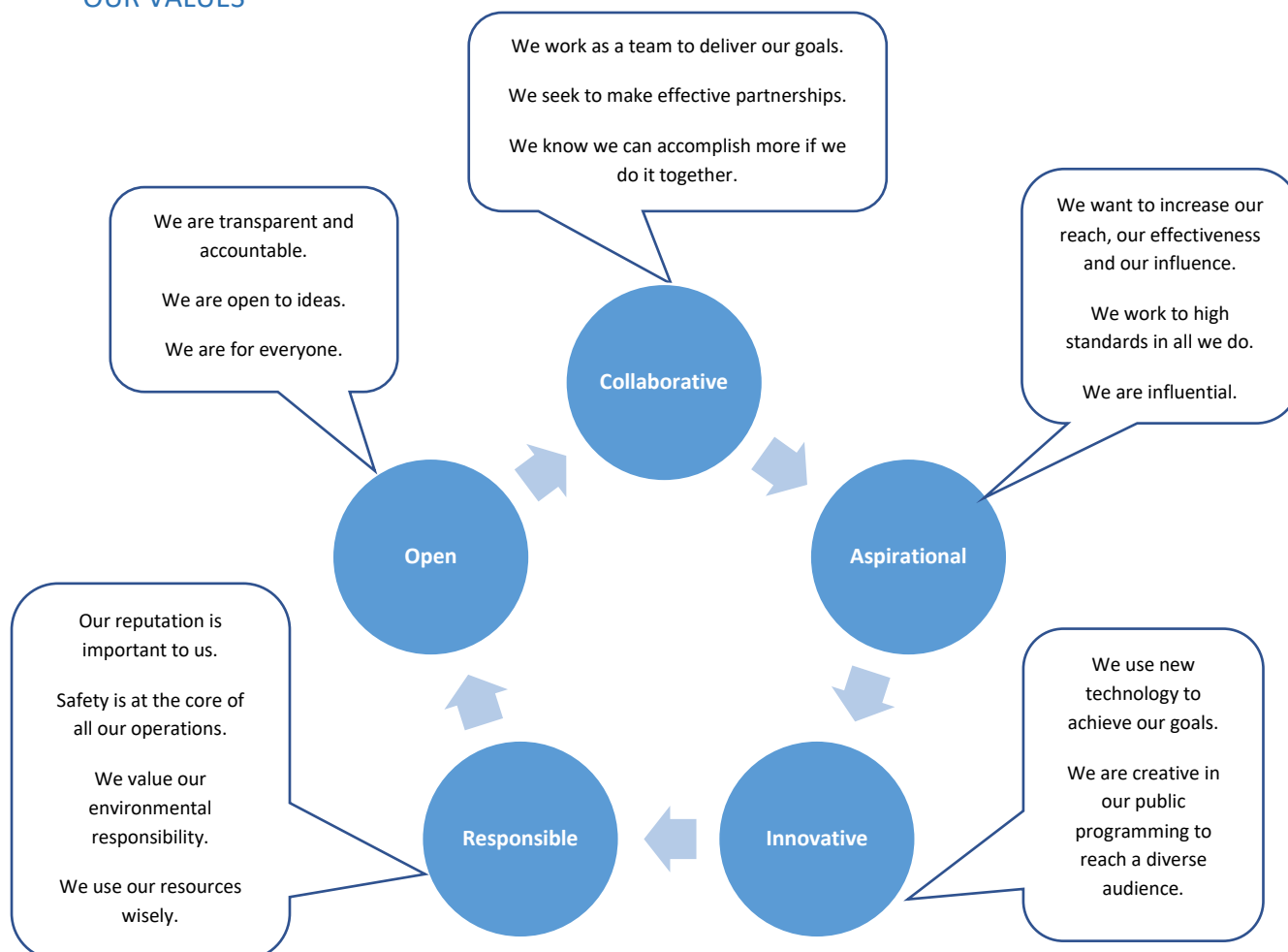
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OUR VALUES





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OUR AIMS

1. To **DISCOVER** - We will create experiences and tell stories to inspire people to wonder about this unique place on our planet.
2. TO **UNDERSTAND** - Through the sites, artefacts and stories of extraordinary human endeavour, we will enable an understanding of Antarctica as a protected wilderness, its role in our planet's climate system, its unique nature, biodiversity, history and geopolitical status, its scientific legacy and its global significance.
3. TO **VALUE** - We will promote the cultural, social, environmental, and scientific value of this heritage to provoke in our audiences a sense of this precious legacy, which is a shared heritage and a shared responsibility.
4. TO **PROTECT** - We will look after the heritage in our care and create for it a sustainable future so that it might remain to inspire future generations. We will use that heritage and all it represents to encourage more people to take action themselves to help protect Antarctica.

To inspire action for a sustainable future for Antarctica.

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THE ROLE

Job Title: Building and Conservation Manager

Reporting to: Chief Executive

Job Role

You will be responsible for six Historic Sites' heritage management located on the Antarctic Peninsula, predominantly heritage buildings 1944-75 but including some modern structures. This role encompasses building and facilities management for all buildings on each site, including the contemporary structures, to ensure the site is managed holistically.

The Person

The successful contractor will be a well-rounded Building and Conservation Manager who will lead our heritage management programme and oversee the general maintenance works in the UK and on-site in Antarctica. The role will be necessarily flexible to bring together experts and advisors (several of whom are based overseas), coordinate contractors and deliver the fieldwork each season. There will also be a requirement to spend up to 12 weeks on-site in Antarctica leading the programme.

About You

- You are an extremely committed person who cares deeply about the success and impact of your work.
- You're enthusiastic about what you believe in and have a creative and positive 'can-do' attitude that wants to make a difference and is willing to run with good ideas.
- You are a motivated and flexible individual, and you're a real people person, able to nurture trusted relationships with colleagues in other teams and counterparts in other organisations.
- You can combine technical expertise and built heritage knowledge to manage change within the historic built environment.
- You have project management, resource management, facilities management and contractor management experience.
- You may hold an RICS accredited degree (Building surveying, Construction, Facilities Management), or you have substantial experience in another field such as conservation carpentry. You can use this to bring a practical and hands-on element to tasks on-site in Antarctica.
- You are a great communicator - advocating your work to a wide range of stakeholders.
- You can draw on your knowledge of the theory and apply current and developing conservation practices and architectural history.
- You have an interest in Environmental Impact Assessments and understand what this involves.
- You can work both independently and collaboratively as part of a cross-functional team within the organisation.

We are keen to grow the Conservation Management programme, so this is an opportunity to drive this expansion.

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Person Specification:

EXPERIENCE AND KNOWLEDGE
Significant experience in leading, developing, and managing complex heritage programmes or large-scale historic building projects
Proven experience in recruiting, leading and managing diverse teams of staff and consultants
Excellent knowledge of the principles and practices of building and monument conservation and the relevant legislation and guidance
Excellent knowledge of Environmental Impact Assessments and their vital importance in a location like Antarctica
Experience in facilities management in a historic environment
Proven experience in strategic planning; risk management; procurement; people management; change management
Be an experienced Construction Project Manager familiar with managing external practices of architects, engineers, quantity surveyors and other professional disciplines.
Experience of working in a remote setting, possibly in extreme climates
Experience in managing budgets, tendering, raising external funds and financial reporting
Education (RICS accredited is desirable) or equivalent experience and training in a relevant discipline (Building surveying, Construction, Facilities Management, Planning and Development, Building Conservation, Conservation Management etc.), or you have substantial experience in another field such as conservation carpentry.
You can use this on-site to be practically involved in the repair and maintenance work on-site.
Technical expertise to provide authoritative, evidence-based advice and guidance on best practice methods of maintenance and repair

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SKILLS, ABILITIES AND ATTITUDES
Self-motivated with excellent team-working skills with the ability to inspire, motivate and support colleagues to create an effective team both in the UK and on-site in Antarctica
Advanced operational risk management skills across Health and Safety, Environment and Heritage
Advanced project management skills with the drive to develop and deliver project outcomes to agreed deadlines and budgets and motivate others to do the same. Knowledge of both theoretical and practical aspects of project management
Excellent interpersonal and communication skills, with the ability to engage a wide range of people in different circumstances on a range of topics, using a range of media
High attention to detail, particularly managing complex information and data as well as in written work and budget management
Strong networking and stakeholder management skills
Good IT skills, especially with regard to managing complex data as well as communication and self-management
Ability to combine thinking and operating strategically with a hands-on approach to providing flexible solutions to practical problems
Confident, resilient, and resourceful with a commitment to excellence and professionalism
Critical thinking and problem-solving skills
Good team worker with the ability to delegate as necessary
Skills in communication, influencing and leading
Appreciation of and support for the aims and ethos of UKAHT
SKILLS, ABILITIES AND ATTITUDES FOR ANTARCTIC FIELDWORK
Physically capable & medically fit to work in Antarctic conditions



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Prior experience in constructing a field camp in a remote or extreme environment is desirable but not essential

Awareness of the demands of working in a remote field camp with the resilience to thrive in field operations life

Proven ability to work well as part of a small, remote team for an extended period
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Ability to manage self and the team with a demanding workload under challenging conditions and with tight deadlines

Good resilience, flexibility and a positive attitude
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Understand the importance of healthy team dynamics in such a remote environment, and you can use conflict resolution skills if necessary to prevent or resolve any issues

Able to work both independently and collaboratively for the benefit of the whole team.
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SCOPE OF SERVICES

Be responsible for the practical care of the 6 Antarctic Peninsula sites UKAHT cares for on behalf of NERC/BAS: predominantly heritage buildings 1944-75 but including some modern structures.
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Use Project Management skills and knowledge to plan, implement and manage the conservation and building projects at 6 Antarctic Peninsula sites UKAHT cares for. This will require project management skills to build a project team, set out a timescale, set out project requirements (equipment and personnel), assess the project risks, produce a budget, implement the plan, monitor progress, and evaluate and report on the project.
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Collaborate with external experts on the development and delivery of CMPs for each historical site in our care
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Building and Conservation Manager

UK Antarctic Heritage Trust, High Cross, Madingley Road, Cambridge, CB3 0ET, UK
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June 2021

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Be practical and hands-on towards tasks on-site in Antarctica.
Take the lead on developing an approach to repairing and maintaining historic buildings in a challenging environment.
Develop policies and respond to changes to building regulations and legislation, as well as contributing to responses for internal and external policy, research and other consultations
Managing and procuring the equipment and supplies for the field seasons to ensure they are fully equipped to deliver all tasks and objectives efficiently and cost-effectively
Maintain accurate and detailed records for all activities, balancing the need for precise detail with efficient and concise information management
Work with the broader team to: <ul style="list-style-type: none">- Proactively manage all the risks and the health and safety for all activities, assuming responsibility for this whilst on-site.- Develop and manage the project risk registers, ensuring that the risks are costed and mitigated to the lowest possible level.
To recruit and build the seasonal teams, working with the broader team to ensure safe, effective, and responsible field season.
Bring knowledge of building conservation and trade expertise to the planning and development of site Conservation Plans and annual/ongoing maintenance and repair tasks.
To be responsible and accountable for managing the conservation budget, preparing financial data and producing reports as required.
To practically assist with the preparation work ahead of a field season



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To identify the required specialists needed to undertake the work for the project and leading this team in a challenging environment, providing inspirational leadership throughout

Ensure compliance with all permitting, environmental, ethical and heritage management requirements and standards

Work closely with the broader team to ensure building maintenance standards across all UKAHT Antarctic Peninsula sites are high and buildings are maintained appropriately, offering your professional advice to ensure these standards are met

To manage and develop highly effective, strategic relationships with key stakeholders and partners

Assist with identifying and, where appropriate, securing external funding in support of the programme

To report accurate, up to date information to the relevant parties as and when required.

Report to and advise the wider team, Boards and stakeholders resolving issues and recommend corrective action as appropriate so that the project is sustained and implemented, working within the agreed project governance arrangements.

To contribute to our mission to engage more people with this heritage by publicly sharing their work, create engaging content for our diverse audiences to build awareness of, engage with, and support this heritage. This could be talks, digital content, publications and such like.

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TERMS:

Location	Home working until post COVID, then we will operate a hybrid working model - a flexible blend of homeworking with some office-based work at the office at High Cross, Madingley Road, Cambridge, CB3 0ET Overseas travel, including Antarctica for up to twelve weeks at a time
Fee	An annual fee of £34,000 will be payable in monthly instalments.
Time commitment	We anticipate a time commitment of ca.3 days per week (unless in Antarctica when it will be full time) for the first year. Starting from mid to late August, 2021.
Expenses	All reasonable travel costs incurred as part of the role will be reimbursed as per UKAHT policy.
Probationary period	The appointment will be subject to a three-month probationary period and subject to review post field season.
Termination Notice period	Upon completion of the probationary period, the period of notice will be two months by either party.

UKAHT is committed to equal opportunities and to learning how to increase the diversity of our people. We welcome applications from all suitably qualified persons and encourage applications from people currently underrepresented in the Polar regions, including women in senior leadership positions, members of black, Asian and minority ethnic communities, people with disabilities and LGBTQI+ people. We also welcome flexible working arrangements.

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How to apply:

Our recruitment and selection process aims to select the applicant whose skills, knowledge and experience best match those set out in the person specification and whose attitude and character fit our culture based on our organisational values.

To apply for this post, please upload your CV with a covering letter (no more than two sides of A4) via this link: *[BreatheHR](#). You should demonstrate how you think you meet the requirements of the role. Please include the names and contact details of two professional referees

*BreatheHR is our HR Portal.

We will not accept applications outside of this process.

Deadline for applications is **Monday 19th July 2021 11:59 pm**

Interviews will be held **August 5th & 6th 2021 (by videocall)**

Any queries about the role may be directed to Camilla Nichol, Chief Executive, camilla@ukaht.org.