

HERITAGE ENGINEERING & HISTORIC SHIPS MANAGER

JOB DESCRIPTION

Job Title:	Heritage Engineering and Historic Ships Manager	Reference for Applications:	HEHSM/KC/1/21
Department:	Estates Department	Closing Date for Applications:	10am 22 nd January 2021
Location:	Chatham, Kent	Hours:	Full time 37.5 Hours per week
Reports to:	Director of the Historic Environment and Buildings	Salary Range:	£34k - £38k per annum depending on experience

Purpose

To ensure the Chatham Historic Dockyard Trust's (the Trust) three historic warships (HMS *Cavalier* (National Destroyer Memorial), HMS *Gannet* (1878) and HM Submarine *Ocelot* (1962)), its operational traditional Ropewalk and heritage railway are available for visitation, operation and production as required to meet the Trust's charitable purposes of Preservation and Learning. Identifying, managing and delivering conservation and maintenance tasks required to enable their safe operation and presentation.

Responsible for:

- Assistant Ship Keeper
- Volunteer activity related to ships and heritage engineering collection activity

Close Liaison with:

- Director of Heritage, Public Engagement and Learning
- Chief Operating Officer
- Health and Safety Manager
- Community Engagement & Volunteer Manager
- General Manager, Master Ropemakers, and Rope Makers
- Collections, Groups & Hospitality, Learning and Visitor Experience Teams

Key Duties:

Strategic:

- Ensure historic ships, ropewalk and dockyard railway can be opened to, or demonstrated to, visitors to meet the Trust's charitable purposes through identifying, managing and delivering conservation and maintenance tasks required to enable their safe operation and presentation.
- Working closely with the Director of the Historic Environment and Buildings, lead the preservation and maintenance of the Trust's three historic ships (HMS *Cavalier*, HMS *Gannet* (1878) and HM Submarine *Ocelot* (1962)), their drydocks, caissons and associated dockside equipment in accordance with the Trust's Conservation Plans and available resources.
- Working closely with the Director of the Historic Environment and Buildings and the General Manager of Master Ropemakers Ltd support the operation of the Historic Dockyard's Ropery as both a visitor attraction / museum gallery and traditional ropemaking facility by taking strategic responsibility for the maintenance of its historic machinery and equipment.
- Support the operation and development of the Historic Dockyard's volunteer-run heritage railway by taking strategic responsibility for maintenance repair of its locomotives, rolling stock and permanent way and the operation of demonstration trains on a regular basis.
- Work with the Director of Heritage, Public Engagement & Learning and Chief Operating Officer to explore ways to increase the railway's activity as part of the Trust's ongoing development of the site's visitor experience.

Health & Safety:

- To ensure that all works and activities are undertaken in accordance with relevant Health & Safety Executive Regulations and Guidelines as well as the Trust's established safety system. Monitor works and provide updates as necessary.
- Lead on preparation of method statements and risk assessments prior to work being carried out within the guidelines provided by the Trust's safety policies. Assist Health & Safety Manager on completing accident reports as required.

Day to Day

- Supervise and carry out day to day conservation and maintenance tasks on board HMS *Gannet*, HMS *Cavalier*, HM Submarine *Ocelot*, caissons, drydocks and associated dockside equipment in accordance with the Trust's Conservation Plans and requirements for visitor access.
- Supervise the day to day activities of both ship-keeping and volunteer teams on board the ships' and in the dry dock area, ensuring that all works are carried out to appropriate standards, consistent with the ships status as nationally important historic vessels and in a manner that maximises their availability and access for the Historic Dockyard's visitors.

- Ensure that day to day and periodic maintenance and repairs to the Ropery's historic and modern equipment is undertaken in an appropriate manner as required to meet the Trust's requirements for visitor demonstrations and production that both support the Trust's aim of keeping traditional ropemaking skills alive.
- Ensure that day to day and periodic maintenance and repairs to the Historic Dockyard Railway is undertaken in an appropriate manner as required and in accordance with regulatory regimes to enable regular demonstration to visitors.
- Working closely with the Collections Team, support the maintenance and conservation of the Trust's larger maritime, industrial and transport artefacts as required.
- Liaise closely with the Trust's Visitor Experience, Learning, Groups & Corporate Hospitality teams to ensure that all day to day works to the ships and Ropery are carried out in a manner that enables visitor access to, and learning team use of, the ships to be undertaken in accordance with the highest standards of visitor care and safety.
- Liaise closely with the General Manager of Master Ropemakers Ltd to ensure that maintenance / repair activity related to the Ropery is undertaken in a manner to minimise impact on production.
- Support the development of staff and volunteers with the objective of broadening competence and work elsewhere on site. Ensure full details of conservation activities, planned and breakdown maintenance works are carefully recorded in the appropriate Trust filing system. Any photographic material must also be included.

Contracted Works

- Prepare specifications for maintenance works to be undertaken by contractors as required within the context of agreed budgets.
- Award contracts in accordance with the Trust's procurement procedures.
- Project manage / supervise contractors' work as required to ensure appropriate standards of work are achieved safely on programme and budget. Ensure Contractors comply with the Trust's safe working policies.

Project Development

- Working closely with the Director of the Historic Environment and Buildings and the Director of Heritage, Public Engagement & Learning and wider Heritage and Development teams support the development of a new major ships interpretation project and associated bids to potential funders.
- Support other project and programme development activities involving historic ships, railway and wider heritage engineering collections as required.

Financial Management

- Working with the Director of the Historic Environment and Buildings develop budgets for ship-keeping and heritage engineering collection-based activities.
- Working within agreed budgets to be responsible for ordering materials, tools and supplies as appropriate and required.
- Once approved, control expenditure to ensure that costs are kept within both annual and monthly budgets taking into account any in-year re-forecasting that might take place; is properly authorised and documented and material or services procured in accordance with Trust financial procedures.

Wider Sector Relationships

- Working closely with the Director of the Historic Environment and Buildings and the Director of Heritage, Public Engagement & Learning maintain and support wider sector relationships with the National Historic Ships UK, key other historic ships (e.g. Cutty Sark, SS Great Britain).

Other Duties

- Undertake other such duties as may be reasonably required from time to time including support of the Trust's programme of events and activities

**THE CHATHAM HISTORIC DOCKYARD TRUST IS AN EQUAL OPPORTUNITIES
EMPLOYER**