

JOB TITLE: Historic Buildings & Estate Officer

SALARY: £36,636 - £40,968 per annum

LOCATION: Highland Folk Museum, Newtonmore

HOMEWORKING: This post is not suitable for homeworking

RESPONSIBLE TO: Curatorial Manager

JOB PURPOSE: Contribute to High Life Highland's Museums' by leading in the care, maintenance and development of the Highland Folk Museum's historic buildings and landscape.

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

- Actively promote a positive and collaborative workplace culture that supports the Charity's purpose of Making Life Better and i-care values to increase morale, productivity and performance.
- Lead on the development and maintenance of historic buildings, structures and landscape features.
- Line-manage the maintenance team including the Craft Skills Supervisor.
- Responsible Premise Officer (RPO) with a responsibility for Health and Safety, construction site and maintenance management.
- Lead on all Health and Safety procedures relating to area of work.
- Develop a traditional craft skills training programme led by museum staff and external providers to support the museum's Intangible Cultural Heritage objectives.
- Support the museum team to produce high quality traditional craft items on site suitable for sale in the museum shop.
- Oversee and ensure safe working practices in museum workshop.
- Oversee land management.
- Annually, contribute to the training and support of the seasonal interpretive team.
- Lead and collaborate on external funding applications to improve management and benefit the museum.
- Assist in the development, review and implementation of projects towards the addition of further vernacular buildings and structures.
- Work with colleagues, volunteers and external partners to enable and improve access through learning programmes, interactive interpretation, activities or events.
- Undertake all tasks in accordance with High Life Highland policies and procedures, including General Data Protection Regulations, health and safety procedures, relevant checks, reporting any concerns to management to ensure corrective action is taken.
- Maintain an awareness and knowledge of the risk management responsibilities appropriate to their role, as identified within the HLH Risk Policy and associated guidance documentation.

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

Date: April 2026



**MAKING
LIFE
BETTER**

JOB DESCRIPTION And PERSON SPECIFICATION

JOB TITLE: Historic Buildings & Estate Officer

LOCATION: Highland Folk Museum, Newtonmore

ESSENTIAL ATTRIBUTES:

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

1. EXPERIENCE

- a. Broad practical knowledge of the construction and maintenance of historic buildings and structures. Applicants with experience in standard construction will also be considered if they can demonstrate a strong commitment to developing their skills and understanding of traditional building techniques.
- b. Experience of managing people.
- c. Experience developing or delivering planned maintenance programmes, including multi year maintenance planning.
- d. Practical experience of site operations including Health & Safety compliance, risk assessment, and safe systems of work.
- e. Leading on training workshops ideally craft skills
- f. Experience working collaboratively with volunteers, colleagues, and external partner.
- g. Project development and delivery.

2. EDUCATION AND QUALIFICATIONS

- a. Relevant qualification. Consideration will also be given to applicants who demonstrate experience and commitment to attaining such standards.
- b. Construction Site Management qualification or willingness to undertake the qualification.

3. SKILLS/ATTRIBUTES GENERAL

- a. Strong organisational and planning skills, with the ability to manage tasks and priorities.
- b. Proven ability to take a practical, hands-on approach, and to clearly communicate tasks and methods to staff and volunteers.
- c. Sound judgement and problem-solving skills, particularly in operational or safety critical situations.
- d. Experience of applying for, sourcing and managing resources e.g. external project funding or other appropriate assistance.

4. SKILLS/ABILITIES SPECIFIC TO THE POST

- a. Ability to oversee and coordinate museum site operations safely and effectively.
- b. Practical experience or interest in developing knowledge of traditional building materials, vernacular building construction and the maintenance of historic structures.
- c. Competence in monitoring and recording maintenance activity including building condition.
- d. Ability to contribute to project planning, including the reconstruction or acquisition of vernacular buildings.

5. INTERPERSONAL AND SOCIAL SKILLS

- a. An engaging, confident communicator with colleagues, volunteers, learners, visitors, community members and others.
- b. Strong communication and listening skills, with the ability to explain tasks clearly and adapt communication to different audiences.
- c. An ability to lead, inspire and motivate.
- d. An ability to instruct, including by example.
- e. A good team player yet able to work under own initiative.

High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.