

CHISWICK HOUSE & GARDENS TRUST

Job Description: Estates and Facilities Coordinator

Responsible to: Estates & Facilities Manager, with a dotted line to the Head of Gardens on outdoor operations

Responsible for: No direct line management responsibility

Contract term: Temporary to permanent

Salary: £28,000 FTE

Role Summary:

The Estates and Facilities Coordinator provides practical, hands-on support across the estate, delivering day-to-day maintenance, responding to urgent issues, and helping to ensure the site remains safe, functional, and presentable. Working under the direction of the Estates & Facilities Manager, and in coordination with the Head of Gardens on outdoor operations, the postholder carries out maintenance tasks, supports contractors and events, and contributes to the smooth running of the estate.

1. Maintenance and Site Support

- Carry out day-to-day maintenance tasks and respond promptly to urgent operational issues across the estate.
- Complete small maintenance projects and repair works as directed by the Estates & Facilities Manager e.g. gardens' path repairs, fence installation.
- Support outdoor management and maintenance tasks in coordination with the Head of Gardens working alongside the gardens' contractors e.g. dog waste bin functionality.
- Provide practical on-site support to contractors, including access, escorting, and assistance with operational arrangements.

2. Events and Visitor Experience Support

- Provide hands-on support for event setups, logistics, equipment movement, and related operational activity.
- Maintain and update signage as directed, supporting the installation of signs and wayfinding materials where required and ensuring ongoing functionality and presentation.
- Act as an on-site operational contact during event setup and delivery, supporting safe and effective site operations.

3. General Expectations

- Work safely and effectively outdoors as required, following operational direction and site procedures.
- Operate estate vehicles, tools, and equipment safely and in accordance with organisational guidance.
- Work flexibly to meet operational needs, including support for early access, contractor attendance, and time-sensitive tasks where required.
- Work as part of one team, communicating effectively, understanding competing priorities and adapting to situations.

Additional Duties:

- Undertake any other reasonable duties that support the effective operation of the Trust and its estate.
- Record all the meter readings in the Estate grounds monthly.

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- Produce the monthly 'On-Call' rota.

About You:

- A proactive and well-organised individual with a practical, safety-minded approach to maintenance and site operations.
- Able to work collaboratively with colleagues, volunteers, contractors, and operational teams, with clear communication and a reliable approach.
- Comfortable managing a varied workload, responding to urgent issues, and maintaining high standards of presentation and safety.
- Comfortable working outdoors and adapting to the practical demands of a historic estate environment.
- A full driving licence is required.

Preferred Qualifications and Experience:

- Knowledge of health and safety requirements, maintenance practices, and compliance procedures relevant to estates or facilities work.
- Previous experience in estate, facilities, or site maintenance, ideally within a heritage, visitor, or conservation-focused setting.

How to Apply

Application is by CV (no more than 2 pages) and a cover letter (no more than 1 page) outlining the reasons for your interest in the post, why you believe yourself to be suitable and how you would propose working to fulfil this role.

Applications should be sent to info@chgt.org.uk with the subject title **EFC26**. Please include your full contact details, including daytime and evening telephone numbers.

Please provide details of two referees who know your employment and work. For shortlisted candidates, references will be taken up prior to interview unless you advise that you do not wish us to do so.

Deadline

The closing date for applications is **Friday 26 June 2026**.

Not sure you meet 100% of our qualifications?

If you believe that you could excel in this role, we encourage you to apply. We are dedicated to considering a broad array of candidates, including those with diverse work experiences and backgrounds. Whether you're new to working in a historic garden, returning to work after a gap in employment, looking to transition into a new sector or taking the next step in your career, we would be delighted to hear from you.

Please use your cover letter to tell us about your interest in the role and what you hope to bring to it.