

## **RUSSBOROUGH HOUSE & PARKLANDS**

### **Job Advert:**

Russborough House and Parklands is seeking an energetic and experienced operations manager for a newly created post of Operations and Commercial Manager. The post holder, reporting to the Chief Executive, will play a major role in the continued and ongoing development of Russborough House and Parklands as the premier Arts and Tourism location in Wicklow and Leinster. The successful candidate will possess strong project management and commercial skills, good people management experience and a genuine interest in the arts and tourism would be an advantage. A proven track record in a leadership post, ideally in a similar environment, would be a requirement for the post.

The key elements of the ***role purpose*** include:

- Providing hands on management of house, the estate facilities and attractions.
- Successfully delivering identified repair projects to ensure house and estate are at a standard to safely welcome visitors and provide rewarding and enjoyable experiences.
- Developing a commercial strategy for the house and estate which meets the needs of a premier arts and tourism venue and increases income from visitors.
- Recruiting, coordinating and overseeing successful events in the house and on the estate.
- Developing and implementing a strategy to maximise the commercial benefits of the proposed Blessington E-Greenway project.

### ***Knowledge, Skills and Experience:***

Essential:

- Ten years relevant work experience
- A minimum of 5 years experience of project delivery
- Proven track record of managing and leading a high performing team
- A strong understanding of contract management, project delivery and commercial negotiations
- A strong work ethic; a good knowledge of health and safety regulations and practice; and some experience in the management of events.

Desirable:

- An interest in and experience of the arts and tourism sector.

Applications including a cover letter and a CV can be emailed to: [recruit@athru.ie](mailto:recruit@athru.ie). A copy of the role specification is available on the Russborough House Web site. Any specific queries relating to the post can be raised with: Mr Eric Blatchford, CEO. **Tel:** +353 (0)45 865 239.

Closing date for receipt of Applications: 5pm, Tuesday 30<sup>th</sup> April 2019

The position will attract a competitive salary package for the appointed candidate which will reflect their background and experience.

## **ROLE SPECIFICATION: OPERATIONS & COMMERCIAL MANAGER**

### **ROLE PURPOSE**

- Provide hands on management of house, the estate facilities and attractions.
- Successfully deliver identified repair projects to ensure house & estate are at a standard to safely welcome visitors and provide rewarding and enjoyable experiences.
- Develop a commercial strategy for the house and estate which meets the needs of a premier arts and tourism venue and increases income from visitors.
- Recruit, coordinate and oversee successful events in the house and on the estate.
- Develop and implement a strategy to maximise the commercial benefits of the potential Blessington E-Greenway project.

### **ROLE RESPONSIBILITIES AND ACCOUNTABILITIES**

- Working with the CEO and management team provide operational leadership to deliver a fit for purpose facilities management plan within the financial constraints of the Foundation.
- Review existing maintenance and tenancy agreements for the house, grounds, farmland, outbuildings, walkways and put into place a plan to deliver on the estate's requirements.
- Seek out and implement cost savings and quality initiatives which will enhance the visitor experience.
- Recruit human resources from voluntary work schemes e.g. TUS employees and community employment schemes to complement the scarce human resources in place.
- Use project management techniques to ensure special projects and remedial works are delivered on time and within budget.
- Identify process improvement initiatives which will deliver cost savings or new funding streams.
- Develop positive working relationships with key stakeholders e.g. staff and Trustees; project funders and financiers; local community bodies; professional advisors; contractors and tradesmen; on site businesses, tenants & key holders.
- Develop for approval and implementation a set of new activities and attractions in the house and around the estate.
- Increase visitor numbers to the attractions and facilities both inside in the main house and exhibition centre and outside around the gardens, walkways and outdoor family attractions.
- Become a key member of the Masterplan committee aimed at developing Russborough into the future.

### **KEY DELIVERABLES**

- Implementation of the house and estate development strategy working with CEO, managers and Trustees.
- Create a programme, approved by the CEO, to maximise the use of the house & estate for revenue generating activities whilst minimising incremental costs.
- Implement, if cost effective, the outsourcing of certain estate activities.
- Coordinate and oversee successful implementation of major events e.g. Garden Show; West Wicklow Music Festival; Kaleidoscope Music and Arts Festival;