



Deputy Building Manager Job description

BACKGROUND

Nothe Fort is officially the Best Large Visitor Attraction in Dorset, and we are looking for someone special to join our award-winning team!

Nothe Fort is an iconic building which is part of the landscape. Built in 1872 to protect Weymouth and Portland harbour, the site was used during WW2, and in the 1980s had a 'secret' nuclear bunker built in its underground tunnels.

Nothe Fort was restored from dereliction by generations of volunteers and paid staff to become Dorset's best large visitor attraction! Today Nothe Fort is a Grade II* listed building, a Scheduled Ancient Monument and a registered museum.

Nothe Fort is managed by the local charity Weymouth Civic Society. We have a large team of 12 staff and 120 volunteers. Last year we welcomed over 84,000 visitors, worked with over 180 local partners, and we ran 170 events.

Deputy Building Manager

This role will support the Building Manager to ensure the smooth day-to-day running of the Fort, maintenance and conservation of the building, and on-site cleaning.

You will be supporting the day-to-day operations of the organisation, ensure the highest standards of health and safety for staff and visitors, and contribute to the Fort's conservation programme.

The role holder will work in conjunction with the Buildings Manager on weekends to ensure week-round coverage (during seasonal opening April – October), including evenings when required.

DUTIES

Supporting day-to-day operations

- To act as a keyholder for Nothe Fort and to liaise with the security company and emergency services if needed
- To ensure that security devices are fully always maintained and operational.

- Undertake safety checks on a daily, weekly and monthly basis in accordance with the operations manual.
- Support the curatorial and events teams with construction of new displays and facilities and temporary structures for events.
- To set-up and take-down for events.

Maintenance

- To carry out day-to-day maintenance and repairs of the Fort's fabric and contents.
- To carry out ground's maintenance including mowing & strimming.
- Work with the Building Manager and General Manager to plan the Fort's maintenance schedule and accompanying budget.
- To assist in the management of contract teams to ensure the Fort's maintenance schedule is adhered to.
- To undertake a rolling programme of PAT testing for all the Nothe Fort equipment.
- Support the Building Manager in the identification of suitable contractors for required activities, including running tendering processes where appropriate.
- Maintain constructive working relationships with contractors, ensuring value for money and quality of work.
- Maintain digital records of maintenance and conservation, including the supply of information and evidence to support grant applications.
- To oversee stock management for maintenance and cleaning.
- To supervise and work alongside the volunteer maintenance team.

Conservation

- To contribute to the planned conservation management programme under the direction of the Building Manager and to lead volunteers working on conservation programmes.

Cleaning

- To ensure the Fort premises (both internal and external) are always clean and tidy.
- To manage cleaning team, including contract cleaners.
- To implement a programme of conservation cleaning for the building and museum displays.

Health & Safety

- To ensure the health and safety of their own working practices and those of the volunteer

- Ensure all safety equipment, procedures and devices are in place and fully maintained.
- To be responsible for supporting health and safety compliance across Nothe Fort.
- To ensure that all working parties of volunteers have adequate equipment and materials, PPE and instructions for the work they are carrying out.

Other

- Undertake any other duties as reasonably required.
- To undertake First Aid in the workplace
- To undertake portering duties when necessary

DESIRABLE EXPERIENCE/KNOWLEDGE

- Demonstrable experience of working in a similar role in building maintenance, caretaking or facilities management
- Good all-round knowledge of building and associated trades
- Experience of managing alarm systems, safety equipment
- Knowledge and experience of managing health & safety
- Previous experience in working with historic buildings
- Experience of working with volunteers

SKILLS NEEDED

- Skills in one or more of the building trades, e.g., painting, metal work, carpentry.
- Good organisation and project planning skills
- IT literate
- Fit and able to undertake heavy work, sometimes outdoors and in extreme weather conditions.

PERSONAL QUALITIES

- Willingness to learn new skills and participate in training.
- Works well under pressure and in a busy environment
- Ability to work on their own and as part of a team
- Quick-thinking and an adaptable approach to changing situations
- Approachable and willing to listen
- Excellent attention to detail

- A 'people person'
- Effective at motivating and working within a team including volunteers

WORK PATTERN

- 37.5 hours a week
- Core hours 7.30 – 3.00pm – to regularly include weekends during seasonal opening.
- You will be expected to support the occasional evening event.
- You will be managed by the Buildings Manager, with overview by the General Manager

CONDITIONS

- £30000 - £32,000 per annum depending on experience
- 31 days paid holiday per year (including bank holidays)
- Nest Pension scheme
- Uniform including t-shirts and jumpers will be provided.
- All employment offer is subject to satisfactory DBS check and personal references.

TO APPLY

Please send your c.v. and a covering letter to building.manager@nothefort.org.uk

Your covering letter should explain how your skills and experience are relevant to the duties of Deputy Building Manager, and why you want the role.

Deadline: 10am, Wednesday 12 August 2026

Interviews: Wednesday 19th August 2026

Please can you ensure that you are available to attend an interview in person on Wednesday 19th August. If you cannot make the interview date, please make this clear in your cover letter.

If you have any questions, please do not hesitate to contact Garth for a chat on 01305 766626