

Facilities Officer



harewood.org

Photo credit Lee Beel



ABOUT HAREWOOD

Harewood House Trust is an educational charity which engages nearly 300,000 visitors every year through our three outstanding collections – art, garden and living – with a 30-year commitment to contemporary programming that links them. It is one of England's finest 18th century country houses, with a magnificent collection of fine and decorative arts; an accredited museum, with a nationally designated collection, it is also the family seat of the Earl and Countess of Harewood.

As an educational charitable trust, Harewood's key objectives are:

- to preserve for the benefit of the public the House, Gardens and Collections
- to promote the study and appreciation of the arts and sciences
- to provide facilities for recreation.

Alongside the care, conservation and interpretation of the core collection, Harewood runs a series of innovative exhibitions of contemporary as well as historic art. The Trust also has a commercial arm that manages its trading operation including major outdoor events, conferences, corporate functions, fine dining, cafés and other retail and food outlets throughout the site.

In 2021, Harewood celebrated 250 years since the House was completed. The Trust has great ambitions for Harewood's future, as well as celebrating its fascinating past including working on a masterplan to ensure Harewood's conservation, its longevity and its relevance to audiences today. The Masterplan encompasses several capital projects to grow our audiences, generate new income and provide an excellent visitor experience. It includes development of a new Visitor Centre and car park, restoration of the Walled Garden and conversion of a listed building back into a family and creative space and new play.

Facilities Officer

Responsible to	Facilities Manager
Contract Type	Permanent
Hours	40 hours per week. Monday to Friday, with occasional weekend work
Salary	£27,062 per annum

JOB PURPOSE

Reporting to the Facilities Manager, the Facilities Officer will support the maintenance, cleanliness, security and compliance of Harewood's buildings and facilities. You will undertake planned and reactive maintenance, carry out routine safety and compliance checks, and help co-ordinate contractors to ensure work is completed safely and effectively.

Working collaboratively with teams across the organisation, you will need to be comfortable taking the initiative, managing competing priorities and rolling up your sleeves to get the job done.

KEY RESPONSIBILITIES

- Carry out minor repairs, planned maintenance and improvement tasks, sometimes working alongside the Maintenance Technician.
- Complete scheduled compliance checks, including Legionella testing, fire door inspections, fire extinguisher checks and emergency lighting tests.
- Maintain accurate and up to date compliance records, ensuring requirements and procedures are followed.
- Assist the Facilities Manager with preventative and reactive maintenance programmes for fire alarms, intruder alarms, CCTV systems, firefighting equipment, fire doors, emergency lighting, Legionella controls.
- Supervise contractors undertaking scheduled maintenance and ensure work is carried out appropriately.
- Assist the cleaning team when required by the Facilities Manager.
- Record and report any security issues to the Facilities Manager.
- Inspect and troubleshoot problems and issues reported by clients or colleagues, including but not limited to changing lightbulbs and batteries, AV technical issues, and damaged equipment.
- Provide occasional assistance with Collections object moves/picture re-hangs when required.
- Assist with Exhibition/Christmas installs & deinstalls, when required.
- Assist with House events and filming, when required.

General Responsibilities

- Ensure the highest standards to make sure that Harewood has safe, attractive and fully functioning facilities for visitors.
- Adhere to all Harewood House Trust Health & Safety and organisation wide policies and procedures.
- Carry out any other duties are reasonably requested by the Facilities Manager.

Additional Information

- This is a physically demanding role and you must be able to use steps, ladders and scaffold tower.
- You may be required to be on call occasionally for major events and peak holiday periods in case maintenance support is required.
- You will be required to work outside normal hours including occasional weekends, and Bank Holidays for events, functions and filming.

PERSON SPECIFICATION

Essential = E, Desirable = D

Experience within a similar role gained in a facilities or general property maintenance environment	E
Practical working knowledge of Health & Safety and wider compliance legislation	E
Practical experience of managing and/or supervising contractors	D
Ability to keep clear and effective records	E
Ability to work effectively in a multi-disciplinary team	E
Ability to communicate effectively and clearly and build positive working relationships internally and externally.	E
Flexible and an ability to work independently using good judgement and initiative	E
Ability to maintain a professional manner at all times.	E
Enthusiasm and positive attitude	E
Able to work from height	E
Ability to carry out a practical, physical role indoors and outside in all weathers	E
A commitment to equality & diversity	E
A commitment to Harewood's values	E

OUR VALUES

Caring – demonstrate quality in your own work, showing support for those around you, respecting audiences and colleagues, showing empathy

Together – showing a commitment to team work, collaboration, belief in an organisation's mission and vision, living brand values

Adventurous – demonstrate energy and zeal in your attitude to work, being proactive, having a curious mind, being confident in your decisions, embracing innovation

Challenging – showing a commitment to high standards with rigour in your own work, learning from every opportunity, proactively questioning to ensure best results



CONTRACT TERMS & BENEFITS

Contract Type:	Permanent
Hours per week:	40 hours per week, Monday - Friday with occasional evening & weekend work
Salary:	£27,062 per annum
Location:	Harewood House Trust, Harewood, Leeds, LS17 9LG.

Harewood is 7 miles outside of Leeds and accessible by public transport: goodjourney.org.uk/attraction/harewood-house/

Benefits:

- Discount in onsite cafés + retail outlets;
- Access to complimentary passes for other Treasure House of England + Yorkshire's Great, Houses, Castles & Gardens
- Free on site car parking
- Free eye tests for VDU users

Pre-Recruitment Checks:

- Evidence of the right to work in the UK & References

NEXT STEPS & HOW TO APPLY

To apply for the role, go to www.harewood.org, complete the application form and email to Recruitment@harewood.org

Ensure that you note the job you are applying for in your email header, 'Facilities Officer'.

Closing date: 30th October 2026

Please note, we reserve the right to close vacancies early if we receive sufficient applications. If you are interested, we advise you to submit your application as early as possible.

Thank you for reading this pack. We look forward to hearing from you!