



SITE MANAGER

The Army Flying Museum at Middle Wallop in Hampshire tells the story of British Army Flying from the earliest attempts to conduct operations with gas filled balloons in the late 1800s to today's Army Air Corps which has operated with distinction around the world including combat operations in Iraq and Afghanistan.

We welcome about 75,000 visitors to the site each year (a figure that has grown by 10-20% annually for the last 4 years). We completed a £2.4m National Lottery Heritage Fund project at the end of 2021 which significantly improved the museum and allowed us to develop the range of activities we offer. The last five years has seen a focus on increasing visitor numbers and widening our engagement, and this is a great opportunity to play a key role in the future development of this Museum.

We are looking for an enthusiastic and friendly professional to join our team. We are a small team and no day is ever the same. This is a varied role that would suit someone with Health & Safety experience but who also has practical maintenance skills and is happy to muck in. This person will line manage our team of Wardens, as well as acting as a member of the senior management team.

SALARY: £30,000 per annum (pro rata £24,000)

HOURS: 30 hours per week (some evening and weekend work will be required – this role requires the person to work on site most of the time).

CONTRACT: Permanent (subject to a 6 month probation period)

How to Apply

Applications consisting of a cover letter (no more than 2 pages) detailing your suitability for the role and a current CV should be emailed to chiefexecutive@armyflying.com or sent to:

Lucy Johnson, Chief Executive, Army Flying Museum, Middle Wallop, Hampshire, SO20 8FB

Closing date for applications is 12 noon on Wednesday 17 September 2025.

Interviews will be held on Wednesday 24 September 2025.

The Army Flying Museum welcomes applications from all sectors of society and follows a policy of non-discrimination on the basis of race, religion, colour, gender, age, nationality or disabilities.

The Army Flying Museum is a company limited by guarantee registered in England no. 2109510 and a registered charity no. 297897.



EMPLOYER RECOGNITION SCHEME

GOLD AWARD

Proudly supporting those who serve.



JOB DESCRIPTION: SITE MANAGER

Salary: £30,000 per annum (pro rata is £24,000)

Location: The Army Flying Museum, Middle Wallop, Stockbridge, Hampshire, SO20 8FB

Hours: 30 hours per week

Reporting to: Chief Executive

Responsible for: Head Warden, Museum Warden Team

Contract: Permanent (subject to a 6-month probation period). This role requires a DBS check.

Purpose of Role

This is a part-time position. This role (working alongside the CEO and senior management team) ensures that we, as an organisation and a public building, act accordingly within Health & Safety legislation and maintain a safe and accessible environment for staff, volunteers and visitors.

Specific Duties

- Maintenance and cleanliness of Museum and Museum grounds
- Overall responsibility for the Museum grounds
- Responsible for the application of Health & Safety legislation especially with respect to safe working practices
- Responsible for ensuring staff training in firefighting, evacuation and first aid is up to date
- Security of the AFM building and grounds
- Management of the IT and communication provision for the Museum
- Acting as Chair of the Museum Health & Safety committee
- Line management of Head Warden and Museum Warden team
- Working as a key part of the *Wallop Wheels & Wings* team and leading on Health & Safety
- As a member of a small team, any other reasonable tasks required to support museum operations

About the Role

Maintenance & Cleanliness

The maintenance of the Museum requires proper coordination, planning and budgeting. We have contracts with Vinci, Sodexho and Antac through the MoD which require close management to make the best use of these resources. The Site Manager will liaise directly with these contractors, as well as our own contractors to ensure the efficient and safe management of our venue.

- Establish a system for recording defects
- Draw up a maintenance plan that takes account of routine requirements such as:
 - PAT Testing
 - Maintenance of sliding doors / lifts
 - Annual inspection of gas boilers and heating systems
 - Routine checking of firefighting equipment and first aid kits
 - Other routine pre-planned and periodic maintenance
- Manage the relationship with Sodexho regarding Museum cleaning to ensure Museum cleanliness standards are maintained at a high level.

Health & Safety

The Site Manager is responsible to the Chief Executive for the application of Health & Safety legislation. In particular, this includes ensuring that:

- Staff have appropriate training to perform their roles safely
- The Museum has proper safety procedures including evacuation and firefighting procedures, and first aid cover
- The completion, recording and storage of accident reports
- Equipment is safe to use
- Staff are aware of the need to wear protective clothing (ear defenders, goggles etc) and that such items are supplied for use
- Risk assessments are prepared for activities at the Museum
- Events are assessed separately for risks and appropriate mitigation put in place
- Any breaches of Health & Safety legislation or injuries sustained are brought to the immediate attention of the CEO

Line Management of Warden Team

The Museum Warden team (approx. 6 people) assist the Site Manager in monitoring and recording defects and other tasks listed above. However, they do not undertake defect rectification work unless they are specifically and currently (ie. in date) qualified to do so; only professional contractor support is to be used to rectify defects of undertake material works.

Security

The Site Manager is the main point of contact with our alarm provider and CCTV contractor to ensure the security of the Museum and grounds. The Site Manager is a key holder and there are occasions where they may need to attend the site out of hours.

Person Specification

ESSENTIAL

- Relevant experience or qualifications allowing a good understanding of Health & Safety legislation for employers and for public buildings
- Relevant experience or qualifications allowing a practical knowledge of maintenance and DIY
- Initiative in prioritising one's workload.
- Self-motivated, with an energetic and proactive approach to delivery.
- A sense of responsibility and commitment to delivering work of consistently high quality.
- A team-player, with resilience and enthusiasm, and a willingness to work collaboratively and with a high degree of flexibility with colleagues.
- Organised approach with the ability to set up and implement robust systems.
- Willingness to work some unsociable hours, i.e. evenings and weekends (we are a 7-day business).

DESIRABLE

- Knowledge of the culture and/or heritage sectors
- Knowledge of the British Army and Veteran communities

Please note that this role requires the post holder to complete a DBS check on appointment, as well as PASMA training and Working at Height training.

How to apply

The Army Flying Museum welcomes applications from all sectors of society and follows a policy of non-discrimination on the basis of race, religion, colour, gender, age, nationality or disabilities.

Please submit:

- A comprehensive CV (3 page maximum) containing details of relevant qualifications and experience.
- A covering letter (2 page maximum) which states your interest and suitability for the post.

To: Lucy Johnson, Chief Executive

The Army Flying Museum, Middle Wallop, Stockbridge, Hampshire, SO20 8FB

01264 781086 | chiefexecutive@armyflying.com

Interview

- The deadline for applications is 12 noon on **Wednesday 17 September 2025.**
- Interviews will be held on **Wednesday 24 September 2025.**

Please indicate on your covering letter if you will be unavailable at this time.

If you have a disability, please let us know in your application. The Museum is committed to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities.

We are proud to support our Armed Forces and are an [Armed Forces Covenant Gold Award Employer](#). We offer a guaranteed interview for veterans and service partners / spouses who meet the minimum requirements for the role if you declare this in your application.

EMPLOYEE BENEFITS

- 30 days holiday (inclusive of the statutory bank holidays) pro rata
- Option of flexible working where appropriate
- Free parking on site
- Six family tickets to the Museum per year for your friends and relatives
- Employee Assistance Programme
- 30% discount in Museum café and 20% discount in Museum shop