

## **Trustees of the Chatsworth Settlement: Bolton Abbey Estate**

### **Head Game Keeper: Job description**

#### **1. Background**

The Bolton Abbey Estate, is the Yorkshire home of the Duke and Duchess of Devonshire. It comprises 28,000 acres including 43 let farms, 13,500 acres of moorland, 1,200 acres of woodland and a significant number of houses, cottages, and commercial properties, many of which are listed including the ancient ruins of the 12<sup>th</sup> century Bolton Priory, upon which the Estate is focussed. In addition to the let property the Estate has in hand catering and retail interests.

The Estate is situated around the village of Bolton Abbey and lies within a ring boundary. The River Wharfe runs through the middle of the Estate, the majority of which lies within the Yorkshire Dales National Park. Wharfedale is a popular area and the Estate welcomes some 450,000 visitors a year. The Devonshire Arms Country House Hotel, Cavendish Pavilion and the Devonshire Fell Hotel sit within the Estate and are owned and operated by the Trustees.

The Estate is managed from the estate office at Bolton Abbey, by the Estate Director. The Director is assisted by the Estate Manager and a management team including a chartered accountant, building surveyor and heads of forestry, game, maintenance and tourism. There are currently 65 estate employees.

#### **2. Strategic Policy**

Bolton Abbey, Chatsworth in Derbyshire and Lismore Castle in Ireland are collectively referred to as the Devonshire Group. The Group's vision is to benefit its heritage, its people and their shared future. Each generation of the Devonshire Family is guardian of the fundamental values that enable its enterprises and charities to prosper with core values of always improving, being inclusive and decency. The aim is to preserve the Bolton Abbey Estate for the benefit of future generations of the family and to ensure that the Estate is, as far as possible, financially independent generating sufficient sustainable income for maintenance and reinvestment, whilst ensuring that the natural resources, including flora and fauna are looked after responsibly.

#### **3. Game Department**

The Game Department's role is principally to manage the Estate's grouse interests but also the pheasant and other in hand sporting interests, in such a way that non game species can also flourish. Currently a head keeper and five under keepers are employed on the grouse moors. In addition a pheasant keeper is engaged on a small pheasant shoot and a river keeper looks after five miles of in hand trout and grayling fishing on the River Wharfe. All keepers are accommodated on the Estate.

#### **4. Position**

In view of the impending retirement of the current head keeper the Estate seeks an enthusiastic, motivated, experienced and rounded individual with a proven track record, particularly in grouse moor management, to lead an established and well supported game department.

With the primary focus on the production of red grouse on its moors covering 13,500 acres, the role includes responsibility for the team of keepers and in the in-hand driven pheasant shoot.

The Family principals have a particular interest and play an active role in the Estate's sporting activities. The successful applicant would work with them and the Estate Director in the ongoing care and enhancement of these activities, as well as representing the game department within an established estate management team who oversee the varied disciplines of the Estate. The successful candidate will be able to demonstrate:

- 1) Experience in leading a team
- 2) Proven performance. Ability to improve the moors further and to ensure shoots are enjoyed by all involved.
- 3) An understanding of the needs of 3<sup>rd</sup> Party stakeholders eg Natural England, Yorkshire Water and the Estate's tenant farmers
- 4) A willingness to engage positively with others who take enjoyment from the moors, including walkers, bird watchers etc.
- 5) An ability to be inward and outward looking in their management of the moors for the production of red grouse
- 6) An interest in education and development of the keeping team.
- 7) An ability to work with the existing team while developing and strengthening that team.
- 8) An interest in educating visitors to the moors and the wider public on the positive benefits of grouse moor management
- 9) An ability to apply the Devonshire Group's vision & values and to work positively within its health & safety and human resource systems
- 10) The ability to manage the role within the current and growing pressures (eg raptor recovery, new trapping rules, review of heather burning code)

As an organisation the Devonshire Group has both an opportunity and a responsibility to manage a diversified yet integrated estate, where different stakeholders share the benefits. To maximise these opportunities best practice in all areas is required, as is vision and leadership to enhance integration both within the Estate and externally. Therefore, as well as being able to manage a grouse population, the successful candidate will be a passionate supporter of and a willing and able spokesperson for the environment, biodiversity, conservation and public benefit.

## **5.Terms & Conditions**

### Salary

Details will be offered at the interview.

### Housing

Suitable accommodation will be provided rent free for the better performance of the required duties. The Estate reserves the right to move any employee to another house if it is needed for Estate management purposes. The Trustees will be responsible for repairs to the property but occupiers will be responsible for interior decoration, carpets, electricity, fuel (Estate contribution made) council tax (reimbursed by the Estate) and all other domestic expenses.

### Telephone

A mobile device capable of voice and electronic communication for work and reasonable personal use will be provided.

### Hours of work

As required, but not less than 39 hours per week and as directed by the Estate Director. Due to the nature of the business, start and finish times may vary in order to ensure efficient delivery of the role and flexibility will be required in working hours to ensure the needs of the business are met. The role is contracted out of the working times directive.

### Holidays

23 working days plus Bank Holidays, to be taken as agreed with the Estate Director and as duties and responsibilities allow.

### Licences

To be presented to and meet the satisfaction of the Estate Director including current firearms and shotgun certificates, and clean driving licence.

### Other work

The head keeper is required to work full time for the Trustees and will not be able to work for anyone else without the express consent of the Estate Director. Membership of relevant Committees and organisations will be agreed with the Estate Director.

### Transport

A suitable vehicle insured and maintained by the Estate, will be provided for the role of head keeper. It is for work purposes only.

### Contract of Employment

A probationary period of employment of six months from the date of employment will be served. At the Trustees' discretion this period may be extended for up to a further five months.

### Pension

The Trustees offer a contributory pension scheme. Details of the scheme can be provided at interview.

### Sick Pay

In accordance with statutory provisions and Trustee's employee handbook.

### Wildlife Crime

The Trustees have a zero-tolerance approach to wildlife crime and will terminate employment in the event that this policy has been breached. In addition employees are absolutely required to operate within the provisions of all relevant Acts or Regulations, including (but not exclusively) those listed below.

Countryside & Rights of Way Act 2000

Wildlife & Countryside Act 1981 (as amended)

Food & Environment Protection Act 1985

Control of Pesticides Regulations 1986

Animals (Cruel Poisons) Regulations 10963

Deer (Scotland) Act 1959 (as amended)

Badger Act 1973

Endangered species (Import & Export) Act 1976 (as amended)

EC Regulation 3626/82 on the implementation in the

Community of the Convention of International Trade in Endangered Species (“CITES”) of wild fauna & flora

Heather and Grass etc. Burning (England) Regulations 2007

#### Disciplinary Procedures

In accordance with the Trustees employee handbook

#### Health & Safety

To be required to work safely at all times and abide by all current health and safety legislation and to be conversant with and actively promote the Estate’s safety policy. It is the responsibility of all employees to ensure that anti tetanus protection is up to date and adequate renewal maintained.

#### Confidentiality

No sensitive or confidential information about the Trustees, the Estate, its employees or tenants, the Duke of Devonshire and his family acquired by the virtue of the position should be disclosed to any third party whilst working for the Trustees, or following termination of employment. More detailed clauses are included in the employee handbook, to which all staff are expected to adhere.

#### Dogs

The head keeper is expected to keep dogs for the proper performance of his duties. The Estate will pay an allowance for up to three dogs. No more than six dogs are to be owned and kept at the home and premises owned by the Estate and provided with the position. The allowance covers normal expenses, vaccinations and feed.

#### Death in Service Benefit

As an employee of the Chatsworth Settlement Trustees all Estate employees become a member of the Trustees group life assurance scheme, whereby if they should die in service, a sum equal to four times the employee’s salary will be payable to their dependants under the scheme. Employees are asked to complete the appropriate expression of wish form on commencement of their employment.

#### Tips

It is expected that the head keeper fairly distributes a proportion of any tips received to estate under keepers and it is the responsibility of all keepers to ensure their personal tax position is properly maintained with respect to the receipt of such tips.

#### Subscriptions

It is the Trustees policy to pay the subscriptions of professional or trade related organisations of individual employees, as approved by the Estate Director.

### **6. Key Duties**

#### Health & Safety

To lead and manage all aspects of health & safety in the Game Department in accordance with the Devonshire Group’s systems and policies.

#### Moor Management

To maintain and enhance the Estate moorland to create optimum conditions for the production of red grouse in balance with the estate’s wider biodiversity and environmental objectives.

### Supervision of Staff

The management training and development of staff in the game department including regular appraisals and reviews.

### Other Sporting Activities

To maintain and enhance the Estate's pheasant shoot and Fishery

### Estate Management

To represent the game department in the administration of the wider Estate within an established senior team leading the varied differing Estate departments so as to ensure integrated and beneficial management across the whole Estate.

### Administration

To assist the Estate Director with all aspects of the general management of the game department and overseeing and directing the operations and enterprises undertaken by the Estate's sporting interests in accordance with the Trustees' policies.

### Representation

To be an ambassador for the Estate and to present the Estate and its qualities be it moorland or other interest to third parties, the public and stakeholders.

### Reporting

Although expected to report to the Estate Director, the head keeper will be required from time to time to consult with or report to the Duke and Duchess of Devonshire, Lord Burlington and other members of their family.

### Shoot Days

To prepare and administer all shoot days including the recruitment and management of all shoot staff including beaters, flankers, loaders and pickers up.

## **7. Selection Process**

Interviews will take place with selected candidates in September 2019 at the Estate office, Bolton Abbey. These interviews will be led by the Estate Director and Lord Burlington, the son of the present Duke and Duchess, with the interviewee responding to a panel of three or four individuals. If appropriate, a second interview for short listed candidates will be held on a date to be arranged.