

Cave Manager Role - Main Core Activities

Responsibility for overall management of the Cave, reporting to the Town Council and the Cave Trust Fund.

Main Core Activities:

- Regular inspections of the condition of the Cave, noting any degeneration of the carvings and reporting any issues. Undertaking Health & Safety inspections and risk assessments.
- Coordination of visits, rosters and the management of Cave guides, providing training as required.
- Undertaking publicity and advertising campaigns, press articles, TV and film contracts and liaison as required with any organisation or individual requesting information.
- General administration including equipment maintenance, preparing accounts, organising special events, banking, dealing with correspondence, producing cave literature etc.
- Keeping up to date on regulations.
- Meet and liaise with the Cave Trustees, Town Council, the Royston Tourist Information centre, Historic England and the Conservators as necessary.
- Be available at weekends and Bank Holidays during open season (Easter to the end of September) to ensure the Cave is set up for every session. Or arrange cover if necessary.
- Manage the Cave's electronic presence which is currently Facebook, the Cave's website, Twitter, Google, Bing tools and Trip Advisor.

On average it equates to a minimum of 8 hours per week. It is busier when the cave is open.