

Centre Assistant Information Pack

Introduction

Thank you for your interest in the position of Centre Assistant at Moniack Mhor. This post will support all aspects of our food provision at Moniack Mhor including preparing delicious, creative and nutritious meals for our visiting writers as well as participating in the wider life at the centre.

In this job pack, you will find more information about our organisation, the job description and person specification and how to apply.

Please feel free to contact us to discuss the role before applying, on <u>jobs@moniackmhor.org.uk</u>. We very much look forward to receiving your application.

With best wishes

Rachel Humphries, Centre Director

About us

Moniack Mhor is Scotland's Creative Writing Centre. Based in the Scottish Highlands, we run residential and online courses in a range of genres tutored by some of the finest authors in the UK and beyond. With workshops and one to one tutorials, our courses provide an atmosphere that enables writers to fully immerse themselves in their writing. The centre also offers writing retreats providing time and space, free from distractions, where writers can be part of a nurturing community. Other support offered by Moniack Mhor includes awards, bursaries, professional residencies, international residencies and a programme for young writers. <u>https://www.moniackmhor.org.uk/</u>



The organisation is a registered charity, financed through a variety of different sources, principally through Regular Funding from Creative Scotland. The aims of Moniack Mhor are:

- To develop new literary talent and further the skills of writers, fostering the creation of new literature.
- To inspire people of all ages and backgrounds to reach their full potential by developing confidence in writing ability and encouraging creative expression.
- To provide high-quality creative writing learning experiences in a supportive, unique and inspirational setting.
- To place environmental sustainability, landscape and cultural preservation at the heart of our work.
- To embed equality as an overarching theme and to remove barriers to the writing process.
- To work in partnership to create and support a dynamic literary culture in the Highlands and Islands and beyond.
- To raise the identity of literature created in Scotland locally, nationally and internationally.





Moniack Mhor

Job Description

Job Title:	Centre Assistant
Responsible to:	Centre Manager

Responsibilities:

The Centre Assistant will be responsible for the practical aspects of course facilitation and will share with the Centre Host, Centre Manager and wider staff team, the duties of hosting courses. The duties below are typical of which the post holder will be expected to perform.

Principal Duties:

- 1. Responsible for domestic duties to ensure high standards of accommodation.
- 2. Daily preparation of nutritious and creative lunches and, from time to time, evening meals.
- 3. Work with the Centre Host to plan menus
- 4. Understand dietary requirements and ensure the availability of options to meet those requirements.
- 5. Under guidance of the Centre Host, order good quality, and where possible, seasonal provisions on an ad hoc and planned basis minimising wastage of food stocks through effective control systems
- 6. Maintain the kitchen in an organised, clean, safe and hygienic condition at all times. Complete clean up after each meal (i.e. dishes, countertops etc). Regular checking of equipment as required and liaison with Course Facilitator and Operations Manager to plan repairs and replacements.
- 7. Where necessary, assisting in the provision of a meal on the first night of each course and supporting the preparation of meals (lunches, preparation for evening cooking) at other times.
- Ensure the security, safety and comfort of all course students, tutors, visitors and staff. Providing for the needs of students as far as possible. Setting a nurturing, welcoming atmosphere for all (whether through baking cakes or making arriving participants a cup of tea!)
- Taking shared responsibility for Health and Safety, security, Fire Safety, Food Hygiene, and First Aid at the centre, in compliance with all legal requirements and best practice. Undertaking any necessary training to ensure the highest standards are maintained in all these areas.





10. Attending to fires, gardening and other duties associated with delivering high quality hospitality to visitors.

Please note, this job description is a guide to the nature of the work required of the Centre Assistant. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and their line manager as required.

Attributes Essential Desirable 1. Conditions Interest in and enthusiasm for creative writing (as a reader, a writer or both) 2. Qualifications Food Hygiene Certificate 3. Experience Previous experience of a Broad range of catering and hospitality environment hospitality skills Experience of working with people of all ages and from a wide variety of backgrounds 4. Knowledge and Skills Experience of home baking Full range of practical and domestic skills, including menu planning, food An interest in sustainable preparation, basic food practices household maintenance Able to use MS Office Excellent communication effectively and interpersonal skills Work collaboratively as part of the team Knowledge of or willingness to undergo training in first aid, food hygiene and health & safety regulations

PERSON SPECIFICATION

Moniack Mhor, Teavarran, Kiltarlity, Inverness-shire, IV4 7HT O 01463 741675 O info@moniackmhor.org.uk Registered charity SC030292 O<u>www.moniackmhor.org.uk</u>





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5. Personal Qualities	Good team worker Sociable and good with group dynamics but willing to adopt a low profile Alert to needs of tutors and students	Excellent problem-solving skills
6. Other	High level of organisational skills Physically fit and able to undertake manual activity Full, clean driving licence and access to a vehicle Ability to work flexibly and outside normal office hours	Good listener Calm, level-headed Warm and friendly manner





Working arrangements:

Hours Per Week	12 – 14 (there may be a degree of flexibility in terms of hours worked for the right candidate)
Working Pattern	2 days per week 9:30am – 4:00pm with flexibility, evening and weekend working will be required on occasion NB: There is scope for the post holder to expand hours over (up to a four day working week) and above those stated in the job description. This can be discussed prior to application if necessary
Salary	£17,000-£20,000 pa FTE

How to apply:

To apply for the role, please email a covering letter and up-to-date CV with the title 'Centre Assistant' to <u>jobs@moniackmhor.org.uk</u> to arrive no later than 5pm on Thursday 25th November 2021.

We would greatly appreciate if you would also take the time to fill out our equalities monitoring form on the Job Opportunities page of our website. This is voluntary.

https://www.moniackmhor.org.uk/about-moniack-mhor/job-opportunities

You will be notified by email if your application has been successful and candidates will be invited to attend an interview during the week beginning the 6th December 2021.



