



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 jobs@moniackmhor.org.uk. We very much look forward to receiving your application.

With best wishes

Rachel Humphries, Centre Director

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

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

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 jobs@moniackmhor.org.uk 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.

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