



Centre Assistant Information Pack

Introduction

Thank you for your interest in the position of Centre Assistant at Moniack Mhor. This is a busy catering and domestic role based at our Writers' Centre, cooking nutritious meals and providing a warm and hospitable welcome to all our visiting writers.

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 and Angela Cran, Deputy 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. <https://www.moniackmhor.org.uk/>



The organisation is a registered charity, financed through a variety of different sources, principally through Multi Year 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.

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Job Description

Job Title: Centre Assistant

Responsible to: Centre Managers

Responsibilities:

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

Principal Duties Centre Assistant job spec:

1. Responsible for catering and domestic duties to ensure high standards of accommodation.
2. Preparing nutritious and creative lunches, and occasionally dinners, for groups of 16 or more people, including washing up and maintaining high food hygiene standards.
3. Able to work independently while remaining calm and friendly towards guests, gathering recipe ingredients and briefing the evening participant cooking teams about kitchen health and safety and meal preparations.
4. Work with other Centre Assistants, Course Coordinator and Centre Managers to plan menus and snacks, including contributing ideas to twice-yearly changes of menus.
5. Understand dietary requirements and food allergies and ensure the availability of options to meet those requirements. Able to be a point of contact for participants concerning dietary requirements.
6. Contribute to the ordering of good quality, and where possible, seasonal provisions by relaying information to the Centre Managers and Course Coordinator on an ad hoc and planned basis, minimising wastage of food through effective stock rotation control systems.
7. 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 Centre Managers to plan repairs and replacements.
8. 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,

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welcoming atmosphere for all (whether through baking cakes or making arriving participants a cup of tea!)

9. 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. Any other duties associated with delivering high-quality hospitality to visitors as required, including attending to fires, cleaning bathrooms, emptying bins, changing blue roll handtowels etc.

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.

PERSON SPECIFICATION

Attributes	Essential	Desirable
1. <i>Conditions</i>	Interest in and enthusiasm for creative writing (as a reader, a writer or both)	
2. <i>Qualifications</i>		Food Hygiene Certificate
3. <i>Experience</i>	Previous experience of working in a hospitality environment Experience of working with people of all ages and from a wide variety of backgrounds	Broad range of catering and hospitality skills Experience of catering for groups of 12 or more people
4. <i>Knowledge and Skills</i>	Full range of practical and domestic skills, including menu planning, food	Experience of home baking

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	preparation, basic household maintenance Excellent communication 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	An interest in sustainable food practices Able to use Microsoft Office effectively
5. <i>Personal Qualities</i>	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. <i>Other</i>	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

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Working arrangements:

Hours Per Week	17.5h
Working Pattern	2.5 days per week including 0.5 day Monday morning and full day Tuesday, a share of Saturday mornings, based on 9:00am – 5:00pm with flexibility; evening and weekend working required on occasion
Salary	£22,932 to £25,480 FTE (FTE = 35h per week)

Employee Benefits:

Moniack Mhor prides itself on being led by a passionate, creative and professional team who are committed to creating a nurturing environment for writers from all walks of life across all our programmes. The organisation places the health and wellbeing of its employees at the heart of its work and offers access to the following for all employees –

- Access to creative development, including free courses, retreats and online workshops
- Pay incentives based on organisational performance, in the form of annual rises in alignment with inflation
- 7 weeks holiday per annum based on FTE
- An induction programme
- A mandatory and bespoke training programme depending on the interests and needs of the employee
- Access to a registered Real Living Wage Employer
- Access to an ‘effective voice’ representative as part of our commitment to Fair Work
- Company pension scheme with Now Pensions – 4% employer contribution

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 Friday 14 November 2025.

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- 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 by the end of November.

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