

Centre Host and Equalities Lead



MONIACK MHOR
SCOTLAND'S CREATIVE WRITING CENTRE
IONAD SGRÌOBHAIDH CREUTHACHAIL NA H-ALBA

Job description

Job title	Centre Host and Equalities Lead
Hours	28 hours per week
Working pattern	4 days per week, normally including 1 evening shift (1–9pm, 11–7pm or 2–10pm), 3 daytime shifts (9am–5pm) and/or a share of Monday and Saturday morning shifts
Term	Fixed term 3-year contract from start of post
Location	Moniack Mhor, Teavarran, Kiltarlity, Inverness-shire, IV4 7HT
Salary range	FTE equivalent salary (based on 35h per week) of £27,000 to £30,000 FTE, paid pro rata for 28h per week
Reports to	Centre Managers, Centre Director, Deputy Centre Director
Holidays	7 weeks holiday per annum based on FTE
Pension	Company pension scheme with Now Pensions – 4% employer contribution

About Moniack Mhor

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.

Moniack Mhor is a registered charity (SC030292), financed through a variety of different sources, principally through Multi-Year Funding from Creative Scotland.



Our mission

Moniack Mhor will create opportunities for people of all ages, abilities and all walks of life to participate in creative writing activity at all levels, providing space, inspiration and tuition from leading writers.

Our vision

Moniack Mhor seeks to nurture a diverse, mutually supportive literary culture by nurturing writing skills and the confidence to create new work thereby raising the identity of literature generated in Scotland nationally and internationally.



Our values

Equality of access – We believe that everyone should have equal access to the artform. We will address inequalities by breaking down barriers for marginalised individuals and communities, engaging them in organisational developmental work to create a fairer society for all.

Learning experiences – We believe that all learning experiences should be of a high quality, delivered in a supportive and inspiring setting. Learning should be embedded in strong evaluation practices and individualised to foster the best learning environment possible. Learning should impact upon skill development, confidence and understanding of the industry.

Professionalism – We believe in the transformational power of linking emerging writers and other individuals with established professionals to deliver the highest-quality learning experiences for all.

Audience access – We believe that all literary activity should be accessible to a wide range of audiences, locally, nationally and internationally, and champion the delivery of innovative, eclectic performance that provides the best opportunities for writers to establish professional profiles.

Partnerships – We recognise the power of collaborating with other specialists in the industry and other organisations to enhance access and to develop strong learning practices and innovation.

Sustainability – We are committed to working in an environmentally conscious way, considering carbon impact in all our programmes. We believe in building sustainable programmes based on evidence, impact and slow measured growth to ensure the organisation's longer-term sustainability.

Equality, diversity, inclusion and access at Moniack Mhor

We strive to be an inclusive, accessible and flexible organisation that fosters positive health and wellbeing, work-life balance, and ongoing professional training and development. The key principles of equality, opportunity, respect and effective voice are embedded in our policy. We are an accredited Real Living Wage employer and follow the principles of the Scottish Government's Fair Work First policy.

We welcome applications from all backgrounds, particularly from those who are currently under-represented in the sector, including those from black and minority ethnic backgrounds, LGBTQIA+ candidates, disabled candidates, those from lower socio-economic backgrounds and/or candidates requiring flexible working arrangements. We know that everyone brings different experiences to the team which will enrich the work we do.

If you have any questions about the role, working environment or Moniack Mhor, please get in touch with us at jobs@moniackmhor.org.uk.

If you are selected for interview, we will ask you to let us know if you have any access needs or require reasonable adjustments to the interview at that stage.

This role can be split or potentially job shared for the right candidates, with one person leading on cooking and one person leading on equalities and hosting. The role needs to be based at Moniack Mhor, but we recognise a small portion of flexible remote working may be possible.

Why work with us

We pride ourselves 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. We place the health and wellbeing of our employees at the heart of our work and offer access to the following for all employees:

- Access to creative development, including free courses, retreats and online workshops
- Salary incentives based on organisational performance, in the form of annual rises in alignment with inflation
- 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
- Free lunch and snacks when based at the Centre

Main duties

House

Act as host to the tutors, guest readers and participants, respond positively as 'front of house' first point of contact, always being conscious of creating an environment conducive to writing.

Help to ensure domestic systems stay fit for purpose to aid the smooth running of Moniack Mhor.

Take a share in hosting evening events, including delivering welcome talks that set the tone for the week and cover essential Health and Safety and course information.

Prepare nutritious and creative lunches, baking, snacks and a welcome evening meal for groups of 16 or more, including washing up and maintaining high food hygiene standards, whilst understanding dietary requirements and food allergies.

Where appropriate, support food management and planning of menus in collaboration with the Head Chef and Centre Managers. Lead briefing of cooking teams comprised of participants. Support training of new staff where necessary.

Work as part of a team to support Food Safety, Health and Safety, Fire Safety and First Aid at the Centre in compliance with legal requirements and best practice. Undertake training in these areas.

Manage cleaners and laundry, order cleaning equipment/supplies, support planning of essential services such as maintenance, and contribute to our environmental sustainability approaches.

Contribute to the maintenance of business assets (fixtures, fittings, equipment and vehicle) under the guidance of the Centre Managers. Respond to emergency maintenance where necessary.

Attend to fires, garden, bins, basic cleaning (e.g. bathrooms) and other domestic duties associated with delivering high-quality hospitality to visitors.

Main duties

Equalities and access

Work with the Leadership Team to ensure that ambitions relating to equalities, diversity and inclusion are considered at all layers of the organisation.

Input weekly equalities and evaluation data from residential feedback and EDI forms.

Take a lead role in monitoring and contributing to Moniack Mhor's Equalities, Diversity and Inclusion (EDI) Plan and supporting the preparation of statistical evaluation data.

In close liaison with the team, take a lead role in supporting writers attending with specific access needs.

Alongside the Projects Manager, support the development of new approaches that promote inclusion and equalities, striving to make opportunities for proportionally marginalised communities.

Develop a partner database to help build networks and promote our activity to our target audiences.

Input on decision-making about bursary awards, monitor bursary reporting and engage in reviewing current bursary programmes.

Monitor, refresh and ensure communication and circulation of our Safeguarding policy as relevant.

Create or refresh equalities and evaluation forms for all aspects of our activity as needed.

Where needed, provide support on the Writer in Residence engagement programme (once this role is appointed).

Lead on hosting one-day workshops and lead on our liaison with Highland writers.

Person specification

Attribute	Essential	Desirable
Qualifications	<p>Knowledge of, or willingness to undergo, training in first aid, food hygiene, health & safety regulations</p> <p>A strong understanding of equalities, access and safeguarding principles – or willing to undergo training in these</p>	<p>Educated to degree level</p> <p>Food Hygiene certificate</p>
Experience	<p>Previous experience in a catering or hospitality environment</p> <p>Experience of working with people of all ages and from a wide variety of backgrounds</p> <p>Experience of improving and implementing new procedures</p>	<p>Broad range of catering and hospitality skills</p> <p>Experience of working with groups</p> <p>Experience of working with and implementing quality systems to ensure high-quality services are delivered</p>
Knowledge & skills	<p>Full range of practical and domestic skills, including menu planning, food preparation, basic household upkeep</p> <p>Can work in an organised methodical way to ensure provisions are available and waste is limited</p> <p>Excellent communication and interpersonal skills</p> <p>Work collaboratively as part of the team</p> <p>Able to work flexibly in response to changing demands</p>	<p>Experience of stock control, ordering, cost and supplier management</p> <p>Experience of home baking</p> <p>An interest in sustainable food practices</p> <p>Able to use Outlook email system and Microsoft Office effectively – including Word, Excel, Forms</p>

Person specification

Attribute	Essential	Desirable
Personal qualities	<p>Good communication skills – oral and written</p> <p>Good data inputting and management skills</p> <p>Approachable, sociable and good with group dynamics but able to adopt a low profile</p> <p>Alert to needs of tutors and participants</p> <p>Can work on own initiative and also a good team worker</p> <p>Able to monitor and report effectively on progress of EDI and other action plans</p> <p>Able to work under pressure and to tight deadlines</p> <p>Well organised and practical</p> <p>Resilient in a changing environment</p>	<p>Awareness of and sensitivity to the cultural environment in which the organisation is operating</p> <p>Warm and friendly manner</p> <p>Good listener</p> <p>Calm, level-headed</p> <p>Excellent problem-solving skills</p>
Other	<p>Interest in and enthusiasm for creative writing (as a reader, a writer or both)</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>	

How to apply

We welcome applications in writing, or in an audio or a video recording – whatever format feels most comfortable to you. We'd like to know what attracted you to the role, how your experience addresses the person specification points, and what you'd bring to the team at Moniack Mhor.

If you are applying in writing, please send us a covering letter no longer than 2 pages A4. If you are sending an audio or video recording, please make sure it is no longer than 5 minutes. Please also send an up-to-date CV (max. 2 pages A4).

Send your application to jobs@moniackmhor.org.uk with the subject line 'Centre Host and Equalities Lead - Your Name'.

We would also greatly appreciate if you filled out our anonymous [Equal Opportunities form](#). This is voluntary.

The deadline to apply is Friday 17 July 2026 at 17:00.

You will be notified by email if your application has been successful. The interviews of shortlisted candidates will take place w/b 27 July.

The information you supply in your application is kept securely and will remain confidential. We will not retain this or any other personal information beyond the duration of the application process except in using anonymised data for the purposes of monitoring and reporting.

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

If you have any questions about the role or Moniack Mhor, you can email us at jobs@moniackmhor.org.uk or phone us on 01463 741675.

Thank you for your interest!