

Centre Host


MONIACK MHOR
SCOTLAND'S CREATIVE WRITING CENTRE

IONAD SGRIOBHAIDH CHRUTHACHAIL NA H-ALBA



Job description

Job title	Centre Host
Hours	21 hours per week
Working pattern	3 days per week, normally including 2 daytime cooking shifts (9am–5pm Tuesday and Thursday or Friday), 1 evening hosting shift and a share of occasional 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 £24,500 to £28,000 FTE, paid pro rata for 21h per week
Reports to	Centre Managers
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.

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

The Centre Host will be responsible for the practical aspects of course facilitation, including cooking and hosting. They will share with the Centre Managers and wider staff team the duties of hosting our residential courses and retreats. The duties below are typical of which the post holder will be expected to perform.

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.

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 a welcoming and nurturing environment conducive to writing while also ensuring the security, safety and comfort of all course participants, tutors, visitors and staff.

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.

Help to ensure catering and 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.

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.

Contribute to the ordering of good quality, and where possible, seasonal provisions by relaying information to the Centre Managers and Head Chef on an ad hoc and planned basis, minimising wastage of food through effective stock rotation control systems.

Main duties

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. Respond to emergency maintenance 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.

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

Support hosting one-day workshops and liaising with Highland writers.

Person specification

Attribute	Essential	Desirable
Qualifications	Knowledge of, or willingness to undergo, training in first aid, food hygiene, health & safety regulations	Food Hygiene certificate
Experience	Previous experience in a catering or hospitality environment Experience of working with people of all ages and from a wide variety of backgrounds	Broad range of catering and hospitality skills, including catering for groups of 12 or more people Experience of working with people of all ages and from a wide variety of backgrounds Experience of working with and implementing quality systems to ensure high-quality services are delivered
Knowledge & skills	Full range of practical and domestic skills, including menu planning, food preparation, basic household upkeep Can work in an organised methodical way to ensure provisions are available and waste is limited Excellent communication and interpersonal skills Work collaboratively as part of the team Able to work flexibly in response to changing demands	Experience of stock control, ordering, cost and supplier management Experience of home baking An interest in sustainable food practices Able to use Outlook email system and Microsoft Office effectively, including Word and Excel

Person specification

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

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 - Your Name'.

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

The deadline to apply is Mon 14 Sep 2026 at 12 noon.

You will be notified by email if your application has been successful. The interviews of shortlisted candidates will take place w/b 21 September.

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!