



NORFOLK WILDLIFE TRUST

CAR PARK ATTENDANT AT NWT CLEY BEACH

Car Park Attendant – NWT Cley Beach

Norfolk Wildlife Trust owns and maintains a public car parking area on the edge of its nature reserve at Cley Marshes. The post holder will be based at this car park which is situated at the end of Cley Beach Road and holds approx 100 cars. The attendant will be required to manage the car park and collect car parking and reserve fees, and will also be expected to engage generally with visitors and provide information about the nature reserve.

Norfolk Wildlife Trust welcomes almost 25,000 visitors annually to the reserve with the Beach car park being used by locals, fisherman and regular birdwatchers alongside many seasonal visitors.

We seek to increase Trust income from parking fees, donations and reserve permit sales alongside increasing membership by providing a friendly welcome and information by promoting a professional image of the trust.

Special Requirements

- Numerate and literate with ability to handling cash effectively.
- Honest and trustworthy.
- Ability to communicate effectively, in a courteous and friendly manner.
- Ability to maintain a positive, willing and cooperative attitude.
- Must be able to work alone and on own initiative.
- Ability to acquire an acceptable level of knowledge of NWT, Cley and Salthouse Marshes nature reserves.

The post-holder will work on a casual basis from 29th March to 28th October 2018 which will include weekend and Bank Holiday working. The salary is £7.83 per hour.

Application Procedure

Candidates should apply by sending a copy of their CV, giving full details of education, employment history, including dates and outlining relevant experience. Please also supply contact details of two referees. You should also include a statement of application outlining why you consider yourself suitable for the post and what particular experience, skills and attributes you have which will enable you to fulfil the requirements of the job. It would help the selection panel if you refer to the duties and requirements of the job description enclosed in framing your statement. Please state where you first saw the post advertised.

Completed applications should be marked Private and Confidential and e-mailed to recruitment@norfolkwildlifetrust.org.uk or sent to Job Applications, Norfolk Wildlife Trust, Bewick House, 22 Thorpe Road, Norwich, NR1 1RY.

The post will be removed from the website when it has been filled.

Unfortunately we do not have the resources to provide feedback from the application stage. If you have not heard from us by April 2018, you should assume your application has not been successful on this occasion.

Thank you for your interest in this post and the work of the Trust. Good luck with your application.

Norfolk Wildlife Trust
January 2018