



NORFOLK WILDLIFE TRUST

CAR PARK ATTENDANT AT NWT CLEY BEACH

Car Park Attendant – NWT Cley Beach

Norfolk Wildlife Trust owns and manages a diverse range of sites across Norfolk including the Trust's nature reserves (around 50) and HQ at Bewick House in Norwich. The trust has more than 70 staff as well as 500 volunteers working across the organisation. Norfolk Wildlife Trust has Visitor Centres situated on five of its nature reserves at Cley Marshes, Hickling Broad NNR, Holme Dunes NNR, Ranworth Broad, and Weeting Heath NNR

Norfolk Wildlife Trust welcomes 250,000 people every year to these reserves. As well as ensuring our visitors are well received and our Visitor Centres are in good order, we seek to increase Trust membership through active recruitment and income through sales, entry tickets and donations. It is expected that the Car Park Attendant will support the Trust in its commitment to improving the visitor experience by providing information, interpretation and a friendly welcome from staff and volunteers, whilst providing a quality service to promote the professional image of the Trust.

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 3 to 6 hours on days to be agreed until 31st October 2024. The rate of pay is £10.77 per hour.

Application Procedure

Candidates should apply by sending a copy of their CV, giving full details of education, employment, 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 ewanc@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 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
February 2024