



NORFOLK WILDLIFE TRUST

Weeting Heath Visitor Centre Assistant – NWT WEETING HEATH

The Weeting Heath Visitor Centre Assistant will be based at Weeting Heath National Nature Reserve (NNR). Norfolk Wildlife Trust has Visitor Centres situated on five of its nature reserves at Weeting Heath NNR, Hickling Broad NNR, Holme Dunes NNR near Hunstanton, Cley Marshes and Ranworth Broad. 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, permits and donations. It is expected that the Weeting Heath Visitor Centre Assistant 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.

Special Requirements

- Retail sales experience is preferred
- Excellent people skills are essential
- Able to accurately record information
- A basic understanding of nature conservation
- Ability to develop and retain an acceptable level of knowledge in respect of the reserve and its wildlife
- Willingness to undertake training and to train and support volunteers
- Willingness to assist with occasional delivery of information to school parties and other visitors.

The post-holder will work a 5 day (22.5hrs) week including weekend and Bank Holiday working, usually from 9.30 am – 2pm but this will vary according to the needs of the business. The post will commence 14th March 2020 and end on 31st July 2020. The salary is £881 per calendar month and the holiday entitlement including bank holidays is 51 hours, normally taken when staff cover is available.

Application Procedure

Candidates should apply by sending a copy of their CV, detailing education, employment history, relevant experience and details of two references. You should also send a statement outlining why you consider yourself suitable for the post and what particular skills and attributes you have which will enable you to fulfil the requirements of the job. A job description is available to assist you with this. Please state in your application where you first saw the post advertised.

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

The closing date for receipt of applications is 3rd February 2020 by 12.00 pm.

Interviews will take place in the week beginning 10th February 2020.

We regret that we are unable to provide feedback from the application stage due to limited resources. If you have not heard from the Trust by the 29th February 2020 you should assume that your application has been unsuccessful 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 2020