

## **CENTRE ASSISTANT (GIBRALTAR POINT)**

### **Background**

Gibraltar Point is one of Lincolnshire Wildlife Trust's premier sites comprising a 1,000 acre National Nature Reserve, a visitor centre and education facilities. It is situated 3 miles south of Skegness, on the north-west corner of The Wash. There has been a nature reserve at Gibraltar Point since the formation of the Trust in 1948.

The nature reserve receives upwards of 200,000 visits each year and the large number of visitors provides an excellent opportunity for education and engagement. Visitor engagement is therefore a key priority with the provision of hides, waymarked paths, a warden service, education facilities and Visitor Centre. Volunteers assist with reserve management, events, visitor centre and education activities.

The Visitor Centre, comprising a shop, café and nature centre in the adjacent Old Coastguards Building, is situated at the southern end of the nature reserve and receives around 100,000 visitors per year. It is open every day except Christmas Eve and Christmas Day. The centre opens from 10am to 4pm, closing earlier in the winter months. Pre-booked special events are occasionally held out of these hours, which have included high tide breakfasts for birdwatchers, 'pop-up' tapas evenings and 'breakfast with Santa'.

### **General duties**

The Centre Assistant will join our existing visitor engagement team and will be responsible for a range of duties as set out in the job description (see document J321-084), working alongside the Visitor Centre Manager and Assistant Manager, other Centre Assistants and Visitor Engagement volunteers.

### **Conditions of employment**

Lincolnshire Wildlife Trust provides a rewarding and enjoyable working environment that is friendly and open to all.

The postholder will be contracted for 21 hours per week and the hours will be flexible as required by the job, involving working week days, weekends and Bank Holidays as part of a rota. We expect that the postholder may be required to work additional hours from time to time. Additional hours will be paid at the hourly rate for the position.

The salary will be £11.44 per hour (or age relevant national minimum wage). The annual leave entitlement is 23 days plus Bank Holidays (pro-rata for part-time employees). In addition, a generous contributory pension scheme is offered, plus an enhanced sick pay scheme and life assurance. We also operate a salary exchange system for childcare vouchers and the cycle to work scheme, and an independent and confidential staff welfare support service is provided.

### **Person Specification**

Requirements for the post are detailed in the person specification (see document J321-127).

### **Applications**

Candidates should complete all sections of the application form provided and return it with a short covering letter or email. CVs will not be accepted as a substitute for the application form.

Completed applications should either be:

- emailed to [hr@lincstrust.co.uk](mailto:hr@lincstrust.co.uk) with the words "Centre Assistant" as the subject reference
- posted to the Chief Executive, Lincolnshire Wildlife Trust, Banovallum House, Manor House Street, Horncastle, LN9 5HF and the envelope marked 'Confidential'

to arrive no later than **9am on Monday 25 November 2024**. Applications will be assessed as they are submitted and candidates will be invited for an interview if they are deemed to be suitable. Any interview will be held at the Gibraltar Point visitor centre. Approved interview travel expenses of up to £100 will be paid.

Please note that only those candidates selected for interview will be notified. If you do not hear from us by the end of November you should assume that your application has been unsuccessful.