

# Essex Wildlife Trust

## Job Description

**Job title:** Assistant Centre Manager

**Location:** Naze Nature Discovery Centre

**Reports to:** Site Manager



**Essex**  
Wildlife Trust

### Job purpose

As an Assistant Centre Manager of the Nature Discovery Centre, the position deputises the Site Manager in delivering the day-to-day operations (administrative duties, retail, food and beverage), managing of staff and volunteers, engaging with visitors to ensure a positive visitor experience and the promotion of donations and membership for Essex Wildlife Trust.

The Assistant Centre Manager is responsible for supervising Centre Assistants and Visitor Centre Volunteers.

### Key tasks

#### Service Delivery

1. To deputise for Site Manager in the day-to-day management of the Nature Discovery Centre
2. To delegate, support and work with Centre staff and volunteers to ensure excellent delivery of tasks and customer service.
3. To ensure all areas of the Nature Discovery Centre are clean and well presented.
4. To be a role model and lead by example that reflects the Trust's Values (Inspiring, Collaborative, United and Professional).
5. To support with organising and delivery of profitable events over the year.
6. To ensure cleaning schedules are adhered to in all areas.
7. To assist the Site Manager with recruitment, selection and Induction of staff and volunteers.
8. To ensure the safety of staff, volunteers and visitors by complying with all legal and Essex Wildlife Trust policies and procedures relating to hygiene, health, safety, fire and security.
9. To promote the work of Essex Wildlife Trust.

#### Supporting the Site Manager

10. To deputise for the Site Manager in their absence
11. To assist with staff rotas and volunteer volunteering times
12. To assist with onboarding and training of staff and volunteers
13. To be a key holder
14. To maximise donation opportunities and recruitment of Essex Wildlife Trust members
15. To support the financial activities (daily cashing up and collection of monies etc)

#### Visitor Engagement

16. To provide a warm, friendly and professional service
17. To ensure exceptional standards of customer service and care is delivered
18. To engage with customer enquiries or complaints in an efficient and professional manner

#### Retail

19. To support the retail function during busy periods
20. To support the Site Manager in the ordering of retail supplies
21. To ensure sufficient stock is available and promotion through engaging retail displays

#### Food and Beverage

22. To support the catering function during busy periods
23. To support the Site Manager in the ordering of food and beverage supplies

To undertake and any other reasonable request.

## Person Specification

### Knowledge and skills

#### Essential

1. GCSE grade A-C/9-4 in Maths and English (or equivalent)
2. Experience in either a retail, hospitality or a visitor centre role
3. Excellent communication and interpersonal skills
4. Able to be adaptable
5. Good administrative and IT skills (Microsoft Office Suite)
6. Strong organisational and delegation skills
7. A team player with a 'can-do' attitude
8. Self-motivated with a focus on providing an excellent customer experience
9. Able to communicate and collaborate effectively to a wide range of stakeholders
10. Uphold the Trusts' values of Inspiring, Collaborative, United and Professional

#### Desirable

11. Prior experience of organising and delivering profitable events
12. Prior experience of supervising staff
13. Prior experience of working with volunteers
14. Previous experience within a similar role

### Additional information

- The Nature Discovery Centre is open every day, with the exception for Christmas Day and Boxing Day
- Working five days out of seven, to include regular weekend working. The post holder will be working weekdays, weekends and Bank Holidays
- Expectation of covering other Nature Discovery Centres as required
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Essex.
- There may be occasions where travel is required to attend meetings and events at our Essex Wildlife Trust sites, including supporting other Nature Discovery Centre (with mileage paid for additional travel).
- The post holder has a responsibility to safeguard and to work in a way that promotes the safety and wellbeing of children and young people.

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.

### Essex Wildlife Trust Rewards

- Pension of 3% from you and 5% from EWT for qualifying staff
- Enhanced annual leave allowance starting at 26 days, rising by one day a year to a maximum of 29 days plus bank holidays (pro-rata for part-time staff)
- Enhanced sick pay increasing with length of service
- Staff days and staff social
- Merit award scheme (staff nomination of colleagues for awards)
- Up to 20% discount on retail and food and beverage within EWS Nature Discovery Centres
- Ability to take two days out annually to work in another part of the business
- Employee Assistance Programme providing advice on many areas for you and your family, plus a counselling service you can access
- Free Life Assurance worth three times basic salary (T&C's apply)
- The satisfaction of making a difference through working for a conservation charity.

Essex Wildlife Trust is committed to equal opportunities and maintaining a safe and secure environment for all children and young people. Therefore, the successful applicant for this position will be subject to pre-employment checks including a Disclosure and Barring Service check. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_