

<b>Employer Name:</b>	The Mercian Regimental Charity (1117653)
<b>Contact:</b>	Assistant Regimental Secretary RHQ MERCIAN (Nottingham) Foresters House Chetwynd Barracks CHILWELL Nottingham NG9 5HA Tel: 0115 9465415 Fax: 0115 9469853 Email: <a href="mailto:cindy.baines247@mod.uk">cindy.baines247@mod.uk</a>
<b>Vacancy:</b>	One
<b>Job Title:</b>	CRICH WARDEN/CARETAKER
<b>Location:</b>	Crich, Derbyshire DE4 5GX.
<b>Salary:</b>	National Living Wage: £7.20 per hour.
<b>Commission:</b>	Profit share of car parking fees and Tower takings
<b>Hours (weekly):</b>	37 (Oct to Mar) 43 (Apr – Sep) but paid in equal monthly instalments
<b>Job Description:</b>	To act as resident Warden and Caretaker of the Memorial and Grounds. This will include the maintenance of all buildings; collection of entrance fees; accounting for monies taken; providing site security; liaison with local agencies as necessary in the interests of the Mercian Regimental Charity; interfacing with visitors. Operation and supervision of tea room and shop (should you wish to provide this service). <i>Small rental fee applies.</i> Management of volunteers. Regular contact with the Line Manager (Assistant Regimental Secretary Nottingham). The post requires weekend and Bank Holiday working (less Christmas). Days off are taken when the site is closed on Tuesdays and Wednesdays. There will be a 6 month probationary period for this post.
<b>Core Competences:</b>	Good interpersonal skills using both tact and diplomacy for dealing with the public. The post involves heavy practical work in the open air with grounds maintenance machinery so sound physical ability is required.
<b>Experience:</b>	Minor accounting knowledge, minor mechanical knowledge. Knowledge of the Regimental history of the site would be beneficial.
<b>Qualifications:</b>	Basic Food Handling Certificate for the staff serving in the Tea Room. <i>This can be obtained on taking up post</i>
<b>Additional Benefits:</b>	2 Bed Bungalow ( <i>a sum representing the credit permitted under the National Living Wage Regulations for the provision of rent free accommodation will be deducted from Gross Salary</i> ); Water Rates paid by the Trust.
<b>Leave:</b>	5.6 weeks (28 days) paid leave per annum.
<b>Job Start:</b>	September 2016.
<b>Applications:</b>	CV and covering letter required and should be sent by email.
<b>Closing Date for Applications:</b>	Friday 2 September 2016. <i>successful personnel deemed suitable for the post will be called forward for an interview in the week commencing 12 September.</i>