**Front of House and Administration Assistant**

Kiplin Hall is seeking two friendly, reliable and flexible people to join our team to help us look after our growing number of visitors and volunteers. This is a very customer focused role, duty managing the hall on a regular basis, working closely with our volunteers and ensuring our visitors have a great experience. There is also an administration element, working with the till system, group bookings, events, membership, and dealing with customer enquiries. Over time, we expect that the two roles may specialise somewhat with one taking the lead on volunteer and membership admin while the other leads on groups and events admin. These roles would suit anyone who enjoys working with people, working with history and never having the same day twice.

Post: FOH and Admin Assistants

Dates: Permanent

Location: Kiplin Hall, near Scorton, Richmond, North Yorkshire, DL10 6AT

Salary: £26,644.80 (£12.81P/H)

Hours of work: 40 hours per week on a rota basis

Responsible to: Volunteer and Front of House Manager

See [www.kiplinhall.co.uk/jobs](http://www.kiplinhall.co.uk/jobs) for the role description for further details and a role profile for the positions

Please note, the position requires working on a rota basis which will include every other weekend during the open season (Feb – Nov)

**Closing date for applications – 5pm on Sunday 26th October**

**Interviews to be held – Thursday 13th November. Interviews would be on site for preference but can be by zoom on request.**

If you are interested in applying for the post of FOH and Admin Assistant, please send your CV and a covering letter of 2 side of A4 only which shows how you meet the criteria for the position.  Please send this information to director@kiplinhall.co.uk

or Kiplin Hall, Near Scorton, Richmond, North Yorkshire, DL10 6AT

For informal discussion please contact Rosie Kluz on 01748 818178