

Vacancy Summary

Job Title:	Visitor Services Assistant
Salary:	£13,033 per annum (FTE £17,536 p.a.)
Location:	Rockbourne Roman Villa, Fordingbridge
Hours:	27.5 per week (Wednesday – Sunday)
Type of Contract:	Fixed term (April to October 2020)

Hampshire Cultural Trust champions world-class culture and exists to showcase, connect and empower Hampshire's creative economy. The independent charity works collaboratively to bring organisations, people and ideas together for greater impact. Rockbourne Roman Villa is the largest known Roman villa in the New Forest area and we are looking to engage a Visitor Services Assistant to make every customer's visit to the Villa a world class experience.

The ideal candidate will possess excellent verbal and written communication, numeracy and organisational skills. You will be a team player with the skills required to supervise and develop volunteers, as well as sound retail experience. You will have a positive and proactive approach to tasks, and the ability to communicate with and welcome all. Experience working in a heritage environment is also desirable. Please note the role involves regular weekend, Bank Holidays and occasional evening work.

There will also be opportunities to work at events and out-of-hours group visits outside the core hours at the Villa and Red House Museum. To apply please email a full CV together with a cover letter explaining why you would excel in this role to hr@hampshireculturaltrust.org.uk. Please note that only complete applications will be considered.

Closing date for applications Sunday 23 February
Interview date Thursday 12 March

About the trust

Hampshire Cultural Trust was established in 2014 to promote Hampshire as a great cultural county, and our vision is to be renowned for creating world-class cultural experiences that enrich and transform lives. We manage and support 26 arts and museums attractions across Hampshire and deliver county-wide outreach programmes that bring great culture to local communities. We also deliver a diverse range of wider social impact initiatives targeted at those who are most vulnerable or disadvantaged and who would not usually have access to arts and culture.

HCT is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring service. Applicants successful at interview may be required to undergo Disclosure and Barring service checks as applicable to the role.