

ROWBOATING OFFROAD CYCLING OFFSHOOTING POTHOLES POWERBOATING SCUBA DIVING
AGLIDING PARASCENDING PONY TREKING ROWING SAILING SCRAMBLING SNOWBOARDING
H BALL QUADBIKING RAFT BUILDING SKIING SNORKELLING SNOWBOARDING
LLING SHOOTING SINGLE PITCH CLIMBING WATERSKIING WHITEWATER RAFTING
REET SPORTS SUBAQUA SURFING SWIMMING ARCHERY BALLOONING BANDS BOULDER
RFING ZORBING ABSEILING AERIAL RUNWAY



CUSTOMER LIAISON OFFICER

HUMBERSIDE SCOUTS

Hours:	16 hours per week - Flexible to suit the right candidate
Employment Basis:	Self Employed
Rate:	£8 per hour
Term:	16 months fixed term contract (to be reviewed in 2017)
Location:	Raywell Park, Riplingham Road, Raywell, East Yorkshire, HU16 5YL
Closing Date:	14 October 2016
Interview Dates:	Week Commencing 24 October 2016
Role Summary:	This role is required to primarily support the running of Raywell Park (Humberside Scouts County Campsite), but also to help with the general administration and running of Humberside Scouts.

OUTLINE DUTIES

Raywell Park

- Managing bookings
- Co-ordinate site visitors and deliveries
- Facilitating site tours for prospective users
- Checking buildings before and after use
- Meet and greet site users
- Management of keys / access for users and contractors
- Searching for activity instructors
- Managing payments
- Processing of bookings and accounts
- Answering general enquiries by phone and e-mail
- Monitor stock levels and purchase supplies
- Operate the Providore when needed (usually in the low season)
- Other janitorial duties as required

Humberside Scouts

- Hold the role of County Secretary and be a Trustee of Humberside County Scout Council (POR Rule 5.28)
- Processing DBS checks for members of the County
- Processing of expenses
- Act as Minutes Secretary at evening meetings (average 12 per year)

The above list is not intended to be exhaustive and may change over the period of the contracted term. There may also be other duties or tasks that are required to be undertaken as part of the role.

Employee Specification

- Appointment subject to satisfactory enhanced DBS check
- Must be able to act as a trustee of a Registered Charity
- Have a flexible and positive approach together with an ability to adapt to changing requirements
- Enthusiasm and commitment are important to provide a quality service
- Computer literate and conversant in Microsoft Office
- Excellent communication skills both verbal and written
- Administration experience
- Have a friendly telephone manner
- A knowledge of scouting would be preferable, but is not essential

This is an active role and may involve some manual handling

Applicants should apply by submitting their current CV and a letter explaining how they are suited to the role

Applications for this role should be sent to:

By Post:

Operations Manager
Raywell Park
Riplingham Road
Raywell
East Yorkshire
HU16 5YL

By email

countyoffice@humbersidescouts.org.uk

