



Site Support & Business Manager

4 flexible days a week, with some weekend work

Annual salary - minimum of £17500 (for 32 hours/week) depending on experience

Remuneration package comprises salary & pension scheme

Based at the heart of beautiful Greensand Country, on the Greensand Ridge Walk at the end of a farm track, Clophill Heritage Trust manages the Eco Lodges and St Mary's Old Church, a scheduled ancient monument. There are 5 Eco lodges providing guest accommodation as well as a further lodge where we regularly host community leisure and learning events, many of which are themed around enjoying the great outdoors.

The role will require working alongside our on-site, facilities & visitor experience manager. You will be responsible for marketing and business development including invoicing, sales management, social media and direct marketing, event support as well as being able to do the facilities & visitor experience manager tasks when required. You will enjoy liaising with the guests, the local community, walkers and visitors and your strong interpersonal skills will enable you to work with a wide range of people in a customer facing role.

As a pro-active and practical problem-solver, you will ensure that our guests and visitors are given the best possible experience whilst growing the business and meeting our charitable aims. You will have had experience with financial control and marketing as well as working closely with members of the public. You will be happy to work alone and as part of a team and be capable of dealing confidently with guests and the public. You will require a good standard of written and spoken English and confidence in communicating on the telephone. You will be able to travel to the Eco Lodges. You will require a reasonable level of fitness in order to carry out tasks on site.

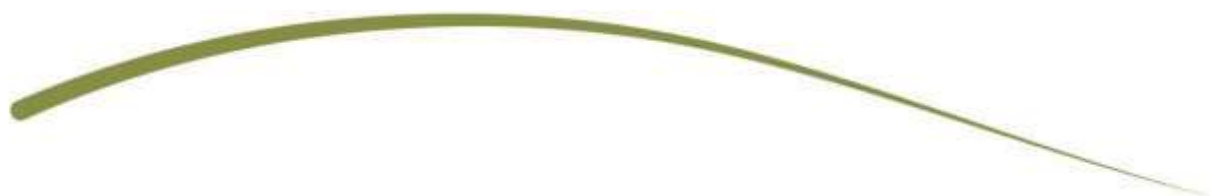
Closing date: 30th September 2022 with a view to starting work ASAP

For further details and a copy of the Job Description please contact:

Ali.Bradbury@ClophillHeritage.org

To apply please send your CV with a covering letter to include 2 referees to the above email.

For more information about the charity please visit our website clophillecolodges.co.uk





A role at the heart of Greensand Country...

