



STONYHURST

Bookings Co-ordinator and Volunteer Liaison Assistant

This role will be key in providing an administrative and diary management service and liaising with Curatorial staff, Enterprises and Development teams. Co-ordinating the pool of Volunteers, organising paperwork and liaising with HR to ensure that all relevant paperwork is completed, and records updated. You will act as the main point of contact for Volunteers and Guides.

Brief details of the role are shown below; full details can be seen in the job description.

- Manage the bookings and tour diary and schedule and organise rotas for volunteers to provide adequate coverage for visiting groups, schools and Open day tours.
- Monitor the Collection and Bookings website and answer emails.
- Provide general administrative support for the Curatorial Department.
- Assist with producing volunteer policies and procedures, including risk assessments.

The ideal person for this role will have:

- Experience in administration and diary management.
- Good teamwork and communication skills
- Experience in interviewing and supervising volunteers.
- Willingness to lead guided tours as and when required.

This role is fixed term until 1st September 2020.

Working hours will be 10 hours per week worked equally over 2 days.

The rate of pay will be up to £9.00 per hour.

Expressions of interest should be returned to the Human Resources Officer, Tracey Wilson at the College address or via e-mail to recruitment@stonyhurst.ac.uk

Anyone who would like to discuss the post informally should contact Dr. Jan Graffius, Curator, Stonyhurst College, J.Graffius@stonyhurst.ac.uk

***This post is being advertised internally only at this time.
The Closing Date for receipt of applications is Monday 26th August 2019***