

Weekend Host

£200 per weekend

2.00p.m Friday to 5.00p.m. Sunday

Accommodation at Letton Hall for Friday and Saturday nights

Accountable to the Centre Manager

Letton Hall is a Grade II* listed building and was the first domestic commission of the architect Sir John Soane. It was built between 1783 and 1789 and is a significant landmark in the mid-Norfolk countryside. For many years Letton Hall was a family home and the heart of a farming estate, it was purchased in the 1970's for use as a Christian Conference Centre and it is now owned and managed by the Letton Hall Trust.

As a result of reorganisation and restructure and in order to move the centre to the next phase of development we are looking for a Weekend host to support the management team as they deliver this next phase.

This job will suit dynamic and well organised individuals who are able to prioritise and manage a varied workload.

The job will involve:

- Welcoming guests on Friday night and dealing with settling-in issues
- Welcome kitchen team (self-catering weekends) and orientate them with kitchen operations
- Liaising with the group leaders throughout the weekend on a regular basis to ensure everything is working smoothly
- Being on call throughout the weekend to respond to request by group leaders (such as replacing consumables and temperature control)
- Liaise with Duty Manager via dedicated phone in response to emergency situations
- Opening and running the shop at agreed times
- Locking and securing building at night
- Confirming guest numbers for Office Administrator to process and invoice
- Sort and count bed linen on Sunday morning for subsequent collection by cleaning contractor
- Process non bed linen items through on site laundry (such as shower mats, tea towels and cleaning cloths)
- Following departure of guests check, close down and lock up building

It is expected that the individual(s) will remain on site at Letton Hall throughout the duty weekend. Accommodation will consist of small flat comprising of bedroom, kitchen, bathroom and lounge with TV and phone.

Applicants must be able to demonstrate a commitment to our Christian ethos, working principles and vision.

Basis of Faith of the Evangelical Alliance

The Letton Hall Trust affirms the Evangelical Alliance Statement of Faith. We ask all candidates to confirm that they hold beliefs that fall within these statements.

For further information please contact

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