

JOB DESCRIPTION

Summer Visitor Host



OFFICE BASE: Carlton Marshes Centre

WORK HOURS: 17 hours per weekend. 9am – 6pm weekends (8 ½ hour day with ½ hour unpaid break)

CONTRACT: This placement is for up to 55 days (including two days development) at weekends (including bank holiday Mondays) (6th April – 27th October 2019 inclusive) for which the salary is £17,500 pa pro rata. Accrued holiday entitlement is paid monthly.

REPORTING TO: Learning Manager

OVERALL PURPOSE OF ROLE

Thanks to a grant of £4 million from Heritage Lottery Fund, Suffolk Wildlife Trust has the opportunity to extend our nature reserve at Carlton Marshes to create a spectacular year-round nature experience that will be a southern gateway to the Broads National Park.

With unparalleled opportunities to get close to wildlife and brought to life by an imaginative programme of activities and a landmark visitor centre due to be opened in 2020, it will be the most exciting nature experience in East Anglia for adults and children, reconnecting people to the natural world and fostering a sense of place for the southern half of the Broads National Park.

Working with the Wild Learning Officers, Broads Warden and volunteers, you will offer a weekend visitor experience, including a pop up café facility, at Carlton Marshes Centre over the summer months.

This is an ambassadorial role, championing Suffolk Wildlife Trust as the county's local nature charity and helping us to make Carlton Marshes an exciting and engaging nature destination for adults and children.

MAIN RESPONSIBILITIES

- 1. Build public interest and engagement in Carlton Marshes as part of the Carlton Marshes team**
 - Set up and run a pop up café facility at Carlton Marshes Centre over the spring and summer
 - Bring together the existing team of volunteers and recruit, train, support and supervise additional volunteers to offer a welcoming, informative and memorable visitor experience, including running the pop up café, at Carlton Marshes Centre over the spring and summer
 - Respond to the visitor audience and explore opportunities to extend the visitor offer at Carlton Marshes
 - Promote membership, learning activities and volunteering opportunities at Carlton Marshes Centre
 - Work with the Wild Learning Officers, Broads Warden and volunteers at Carlton Marshes Centre to ensure that high standards in all aspects of the visitor experience are maintained
- 2. Support the delivery of the Heritage Lottery Fund Southern Gateway to the Broads National Park activity plan, where appropriate.**