



**Shuttlewood
Clarke
Foundation**

REGISTERED CHARITY 803525

EMPLOYMENT OPPORTUNITY

HOUSE SUPERVISOR – ULVERSCROFT MANOR

Due to Covid 19 we were forced to temporarily close Ulverscroft Manor, with the imminent easing of restrictions, we are now looking for an enthusiastic and innovative person to oversee the team of staff and volunteers as we prepare to re-open to visitors. Daily duties may include, diary management, control and promotion of SCF lottery, organising local group visits and school visits, staff and volunteer rota's as well as general admin tasks

Essential Qualifications and Experience

- Two years work experience in a similar supervisory role
- Full UK driving licence (with business use insurance)

Desirable Qualifications and Experience

- First Aid

The hours of work are: -

Monday - Friday: 9.00 a.m. – 4.00p.m.

Starting rate: £8.91 per hour to be reviewed annually

References will be required prior to an offer of employment being made.

As a registered charity, Shuttlewood Clarke's ethos offers individuals the opportunity to look forward and do something different, whilst offering the freedom to belong, at home away from home.

If this position is of interest to you, please apply in writing with full CV to Mrs L Moore, Ulverscroft Grange, Whitwick Road, Ulverscroft, Leicestershire, LE67 9QB. Alternatively, email louise@shuttlewood-clarke.org. Whilst we endeavour to respond to every application, we regret that this may not always be possible.

Please don't hesitate to contact the Shuttlewood Clarke Foundation for further information and a full job description.

CLOSING DATE FOR APPLICATIONS IS 2nd JULY 2021

SUCCESSFUL APPLICANTS WILL BE INVITED FOR INTERVIEW.