

The Belper North Mill Trust

Office Assistant at Strutt's North Mill

Strutt's North Mill is a small independent, accredited museum and an important part of the Derwent Valley Mills World Heritage Site. The visitor attraction consists of a museum with collections related to local industrial heritage and a tourist information point (the Derwent Valley Visitor Centre), together with a small shop and refreshment facilities. The museum and visitor centre are largely staffed by volunteers, but there is a part-time Manager and other staff are employed on fixed-term contracts from time to time.

About the role

The position of Office Assistant involves providing clerical and administrative support to the Manager, other members of staff, and volunteers so that the daily operations of the Museum run smoothly.

The position is offered on a part-time basis at the prevailing National Living Wage (currently £7.50 per hour). The normal working week will be 10 hours, with some flexibility around days worked, but on occasion this may need to be varied to suit operational needs.

A statutory holiday allowance applies inclusive of bank holidays.

Job specification

Essential skills and/or qualifications:

1. Proven experience in an office and knowledge of office management systems and procedures. A qualification relevant to such work would be a plus.
2. A good standard of education with excellent verbal, literacy and numeracy skills.
3. Good organisation and presentation skills with the ability to manage and prioritise workload.
4. Familiarity using office equipment.
5. Well-developed IT skills and familiarity with MS Office applications.
6. Attention to detail and problem solving.
7. A good communicator with excellent interpersonal skills.
8. Experience of working with people and integrating as part of a team – either staff or volunteers.
9. Experience of cash handling and financial recording.
10. Experience of procuring office consumables, retail stock etc
11. Experience of working with members of the public.

Desirable skills:

12. Experience of working in a heritage or visitor attraction.
13. An interest in local history and heritage.
14. Social media expertise.
15. Experience organising a staffing rota.
16. Experience of acting as a keyholder for premises.
17. Experience of using retail equipment such as cash registers and card machines.

How to apply

Applications by CV and letter of interest are to include two referees (one of which should be your most recent employer) and to indicate an available start date for the position.

Applications should be sent to: Mark Higginson, Strutt's North Mill Manager:

Via email to: manager@belpernorthmill.org.uk

Or by post to: Mark Higginson, Manager, Strutt's North Mill, The Derwent Valley Visitor Centre, Bridgefoot, Belper, Derbyshire DE56 1YD

Please mark 'CONFIDENTIAL' on front of envelope.

The deadline for applications is 5.00pm on Friday 11 August.

Interviews will be held on Tuesday 22 August. Please state in your application if you are not available for interview on that date and provide other dates that you are available.

We regret that due to limited resources only short-listed candidates will be contacted. If you have not heard from us by Friday 18 August please assume that your application has not been successful, and we thank you for your interest in this position.

How do I find out more?

To find out more about Strutt's North Mill please see www.belpernorthmill.org or visit the Museum, which is open Wednesdays to Sundays (plus Bank Holiday Mondays) 11am to 4pm.
