A black and white drawing of towers

Description automatically generatedWhittington Castle Preservation Trust  
Castle Manager – Mat Cover 2024  
  
  
How would you like to use you passion for history and community to deliver an excellent visitor experience at Whittington Castle? Joining the team at Whittington Castle you'll be working for a charity with the remit to preserve and maintain an ancient monument and its surrounding grounds for the education and enjoyment of all.   
The role is exceptionally varied, you could be helping plan and coordinate a wedding; applying for grants; commissioning retail stock; touring groups of all ages on field trips; organising events from car rallies to fighting knights; alongside day to day tasks office administration or upkeep of social media presence.   
  
We would consider a site/hybrid role for the right candidate and are happy to explore job share applications. For the full role profile and person specifications please see the ‘Castle Manage role profile’ document.  
  
Complete the questions below and return to info@whittingtoncastle.co.uk with a copy of your CV. If you would like to discuss the role, please send your contact details to the above email address and a preferred time to call.   
Submit completed application by 25th March 2023.

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| As Castle Manager you will have financial responsibility for the site. Please give examples of your experience of budget management, setting and delivering targets and cash management: *(max 350 words)* |
| As Castle Manager you are ultimately responsible for the Health & Safety of all visitors, contractors and staff on site. (WCPT retain a H&S advisor to provide support to the Manager in this task). Please outline your experience of Health & Safety management: *(max 350 words)* |
| As a small charity, managing our income is vitally important to us. Generating revenue will be an essential part of your role so please tell us how you have optimised opportunities in the past to ensure all targets have been achieved whilst at the same time maintaining excellent levels of customer care. (max 250 words) |
| We are proud of our team and how they make our sites a fantastic place to work and visit. As Manager you’ll play a vital role in making sure your team is the strongest it can be by ensuring everyone is actively engaged and makes a positive contribution. Tell us about the best team you have ever played a part in leading and how you made sure everyone was providing exceptional standards of customer service. (max 250 words) |
| Our Castle is volunteer and community led and managed. We are proud of being at the hub of community events and aim to consistently exceed our visitors’ building strong relationships with both one off and repeat visitors. Please tell us about a time when you have been involved with a group in your local area; how did you make sure they were fully engaged with what you were doing? (max 250 words) |
| Are you applying for a fulltime or job share position? If a job share or part time preference, which areas of the role do you feel you would excel in? Are there any considerations to availability which need to be taken into account for the flexibility required by this position? *(350 words)* |
| Is there any additional relevant information you would like to give us in support of your application? *(max 350 words)* |
| Please provide preferred contact details should we wish to schedule an interview: |