

## HERITAGE MANAGER (JOB-SHARE) - ROTA

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
HOURS	9.30AM – 4.30PM	9.30AM – 4.30PM	9.30AM – 4.30PM	9.30AM – 4.30PM	9.30AM – 4.30PM	9.00AM – 2.00PM

The position is contracted at 41 hours per week, job-share, with one hour for lunch.

The Heritage Centre is open 10am – 4pm Monday to Friday and 9.30am – 1.30pm on Saturdays.

This rota is 9.30am – 4.30pm with fixed days and alternate Saturdays 9.00am – 2.00pm, which allows for half-an-hour at each end of the day when the Centre is closed and cashing up is done, statistics recorded etc. Lunch is set at noon – 1pm when the morning volunteer swops with the afternoon volunteer. Although fixed, there will still be the facility to swop days occasionally should it be required by either job-share.

This rota gives the facility for the job-share Heritage Managers to have a whole day together on Wednesday for closer working practices, training for both for themselves and for the volunteers, exhibition preparation for the Heritage Centre and for Town Events, forward planning, liaison with Town Clerk, etc.

The Wednesday arrangement also gives flexibility for time off in lieu eg when the Heritage Staff cover Town Events such as operating a stall in Vines Park for the whole day at Salt Fest; holidays can also be covered and Bank Holidays applied to both job-share arrangements.