



DROITWICH SPA TOWN COUNCIL

Vacancy for Heritage Manager – Job Share

**Salary £16,481 – £17,169 (pro rata)
(SCP 14 – 16)**

We have a position vacant for one of our two job-share Heritage Managers. Applications are invited from enthusiastic individuals for this post.

Duties will include the day to day running of our Heritage Centre based at St Richard's House. The Centre houses our Tourist Information desk and Salt Museum. The job will require the postholder to manage the volunteer workers and to assist in maintaining an established local history display. Some knowledge of the town's history will be expected.

As the post is held on a job share basis the successful candidate will be expected to work 3 fixed days each week being Wednesday – Friday, 9.30am until 4.30pm, and every other Saturday 9.00am – 2.00pm. There will be some flexible working within this rota, subject to concurrence with the other job-share Manager. It is expected that support is given when special events such as Salt Fest and the Christmas Lights Switch-On are held.

The opening hours of the Heritage Centre may be subject to change, but are currently Mondays – Fridays: 10am – 4pm with Saturday opening hours being 10am – 1.30pm.

It is expected that interviews will be held on Friday 1 September 2017

For an application form and further information please either log onto our website at www.droitwichspa.gov.uk (home page), call in at the Heritage Centre or contact:

**Mrs Pam Craney, Town Clerk,
Droitwich Spa Town Council,
St. Richard's House,
Victoria Square,
Droitwich Spa, Worcs. WR9 8DS
Tel: 01905 774258
e-mail pam.craney@droitwichspa.gov.uk**

**Closing date: Friday 4 August 2017 at 4pm
CV's alone will not be accepted.**