



Atholl Centre, Pitlochry

Company No. SC046703 | Charities No. SC015113

ATHOLL CENTRE Manager: Job Description

Due to Iain Walker's impending retirement, a Manager for the Atholl Centre will be required to be in post for 1st November 2022.

The Atholl Centre is in Pitlochry, half an hour north of Perth, and is a purpose-built residential Centre providing accommodation for groups, families, and conferences. Its flexible space and IT facilities can also provide for various styles of conferences, business meetings and social gatherings for groups from the community or further afield.

Working as the head of the team of employees and volunteers the manager must enable the Centre to make the best use of the various styles of accommodation available, promote the use of the Centre's newly enhanced facilities for the disabled and promote the Centre as a vibrant meeting place for community and church groups, health and support groups and business meetings.

If required, the Manager will provide pastoral support for the staff and guests.

Flexibility is a key requirement for the Atholl Centre Team and the Manager will oversee, and participate in, the day to day running of the various activities taking place within the Centre. As the Centre is used for conferences and holidays, cover is often required for evenings and weekends relating to these. The Manager will be included in the rota for such duties.

The Manager will serve under the direction of the Centre's Council of Management who are the charity's Trustees and oversee the Centre's work.

The applicant must be able to:

- Demonstrate organisational skills.
- Show some competence in a range of IT skills.
- Work with the Treasurer with some knowledge of the accountancy software used at the Centre.
- Understand the regulations for Health and Food Hygiene management and be able to apply these in the main kitchen when required.
- Engage fully with the Centre's values and Christian ethos. *See note below.
- Courteously engage with guests and other users of the Centre to meet their many and varied needs.

The successful applicant will be required to become a member of the Protection of Vulnerable Groups (Scotland) Scheme and the appointment will be subject to a satisfactory PVG Scheme Disclosure.

The post of manager is full-time, 37 hours per week, with a salary of around circa £27,000. The Centre offers a contributory pension scheme to all staff.

For further information and an application form please contact: chair@athollcentre.org.uk

*** "The Centre is adjacent to Pitlochry Baptist Church and shares its Christian ethos. The Centre seeks to show respect, consideration, and hospitality to all who work in it and to all who visit, wherever they come from. It welcomes all as human beings loved by God, and it seeks to share His acceptance and care with everyone who comes through its doors."** It is therefore an occupational requirement under Paragraph 3 of Part 1 of Schedule 9 of the Equality Act 2010 that the Manager share our Christian belief.

