



Job Description			
Job Title	Assistant Development Trust manager	Salary	£16/hr
Hours of work:	25 hours per week	Term:	No fixed term
Location	Boathouse/Smithy, Shapinsay	Reporting to:	Lisa-Marie Muir
Job Summary			
<p>Primarily focusing on management of The Smithy, working closely with the Lead Cook and the Front of House Supervisor to ensure the smooth operation of the Café/Restaurant/Bar. Additionally, the Assistant Manager will assist in managing newsletter content during quieter periods, maintain up-to-date website and social media content, provide cover for staff holidays and sickness, and support the overall management of the charity shop and other trust business activities.</p>			
Roles and responsibilities			
<ul style="list-style-type: none"> ▪ Collaborate with the Lead Cook and Front of House Supervisor to ensure the efficient operation of The Smithy. ▪ Manage the creation, editing, and distribution of newsletters. ▪ Regularly update and maintain the trust's website ▪ Manage social media platforms and website ▪ Keep policies updated ▪ Provide cover for the Out of Hours Business (OOHB) bookings ▪ Assist the manager and provide cover due to absence due to holidays or illness ▪ Undertake any other tasks or duties appropriate to the role as assigned by the Manager. 			
Personal Specification			
Essential		Desirable	
Previous experience in a similar role		Previous experience in hospitality or non-profit sector.	
Excellent communication and interpersonal skills		Adaptability to changing situations and tasks	
Previous people management experience		Experience in leading a team	
Digital marketing or social media page/business experience		Qualifications in digital marketing	
Ability to multitask and prioritise tasks effectively		Knowledge of health and safety regulations and best practices	
Ability to work well as part of a team			
Ability to work well under pressure			

To apply, please submit your CV and a cover letter outlining your relevant experience and qualifications to boathouse@shapinsay.org.uk. Applications will close on 8.5.2024, and only shortlisted candidates will be contacted for an interview. We appreciate your interest in joining our team at Shapinsay Development Trust.