



Job Title:	Campsite Assistant
Start Date:	April 2025
Reports to:	Campsite Manager
Salary	£12.60/hour
Work Pattern	Part time: 1 afternoon a week in April and May, and 1 full day a week in June, July and August
Contract length	Temporary: The contract will run until the end of August
Location:	Gigha Camp and Motorhome Site, Ardminish, Isle of Gigha
Job Purpose: to support the Campsite Manager in the running of the Campsite	
<p>Core Responsibilities:</p> <p>The Campsite Assistant will provide support to the Campsite Manager and existing Campsite Assistant during busier hours as well as running the campsite when other staff are not available. It is expected that the work pattern will be one weekday afternoon per week (2pm-6.30pm) with overnight on-call cover in April and May, and 1 full day per week (9.30am-1pm and 2pm-6.30pm) with overnight on-call cover in June, July and August, this may include weekend work. However, there is some flexibility to these hours and it may be possible to adapt to meet the needs of the successful candidate. There may also be additional hours to cover holidays and sickness throughout the season.</p> <p>Main tasks will include:</p> <ul style="list-style-type: none"> - Checking in guests, welcoming them to the island and providing visitor information. - Helping guests to enjoy their stay by providing support on the campsite if required. - Responding to enquiries via telephone, email and social media - Managing bookings using an online system - Taking payments by card and handling cash - Maintaining cleanliness and health and safety standards onsite, including litter picks and bin management - Being on call in case of urgent issues at the campsite for 24-hours when on shift. - Maintaining compliance with the General Data Protection Regulation 2018. - Undertake cleaning of the showers, toilets and wash-up area - Strim, mow and maintain landscaping of the campsite - Work with the Campsite Manager to address maintenance issues <p>These are the core responsibilities for this role and is not an exhaustive list. The post holder will be required to undertake any other tasks as requested.</p> <p>The successful applicant will be required to undertake a Disclosure Check under the PVG Scheme.</p>	

Isle of Gigha Camp and Motorhome Site is managed by Gigha Trading and Renewables Limited, a subsidiary company of the Isle of Gigha Heritage Trust.
Company number SC430983. VAT registration GB 154 7080 13
Craft Workshop 1, Isle of Gigha, Argyll, PA41 7AA



Person Specification

These are the skills, experience and qualifications required to undertake the role. The role is suitable for over-18's only.

Essential

- Relevant experience of working with visitors.
- High levels of confidentiality and discretion.
- Excellent interpersonal skills, both verbal and written.
- Ability to work with different types of people and build a positive rapport.
- Ability to work on their own initiative without day-to-day supervision.
- Ability to solve problems and effect solutions within a small team environment.
- Work to high standards of cleanliness and Health and Safety.
- Demonstrate a professional positive and personable manner.

Desirable

- Experience of working in a customer service or hospitality environment
- Cash handling experience and / or use of card payment systems
- Work effectively and flexibly in a small team.

Please note that this position does not include accommodation or a staff pitch on the campsite.

Please direct any queries to campsite@gigha.org.uk

Please apply by sending your CV and a covering letter detailing why you consider yourself suitable for the job and outlining any relevant experience you may have via email to campsite@gigha.org.uk.

Deadline for applications is 12 noon Wednesday 19th February.

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