

Business Receptionist – Hillsborough Castle

Fixed Term

Full time

Historic Royal Palaces is the independent charity that looks after the Tower of London, Hampton Court Palace, Kensington Palace, the Banqueting House, Kew Palace and Hillsborough Castle. We help everyone explore the story of how monarchs and people have shaped society in some of the greatest palaces ever built.

Hillsborough Castle is a working Royal Residence, the base for the Secretary of State for Northern Ireland and a great place for the public to visit. Historic Royal Palaces' exciting landmark project will see this exquisite and fascinating historic property open its doors to everyone. Our ambitious programme of conservation, re-presentation and re-imagining, will make Hillsborough Castle and Gardens a place for discovery, delight, and learning for visitors of all ages. The transformation has begun with work on an inspirational Clore Learning Centre, the conversion of the Stableyard into an elegant visitor facility and the addition of a car and coach park with access directly from the A1. The Castle and Gardens will be closed for the re-presentation of the magnificent State Rooms, re-opening in July 2018. Visitors will then be welcomed to visit the elegant Castle and lovely Gardens, with new features to see almost every month, culminating in the opening of the beautiful Walled Garden and visitor facilities in 2019.

Within this role you will be responsible for supporting our front of house team with visitor enquiries both face to face and over telephone or email. You will also support the operations team with administrative duties, relating to the 2019 project opening and customer support.

To succeed in this role you will need to be an enthusiastic individual who is calm under pressure and has an efficient and diplomatic approach in dealing with customer enquiries. You will need to possess excellent IT skills in Word and Excel and be able to manage databases and spread sheets as necessary, and have a flair for written communication. You will also need to be a good organiser for yourself and others.

Pay range: 10.1
Salary: £19,894 per annum
Closing date: 4th February 2019

Find out more and apply by visiting our website www.hrp.org.uk

Historic Royal Palaces is a registered charity (No 1068852) and an equal opportunities employer. Applications are welcome from all candidates regardless of sex, racial, ethnic or national origin, disability, age, sexuality or responsibilities for dependents. We value a diverse workforce and celebrate our differences.

