



## HIGH LIFE HIGHLAND

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Outdoor Centre Assistant
<b>SALARY:</b>	£26,243 - £26,974 pro rata
<b>LOCATION:</b>	Glenfinnan Bunkhouse, Lochaber
<b>HOMEWORKING:</b>	This post is not suitable for home working
<b>RESPONSIBLE TO:</b>	Bunkhouse Supervisor
<b>JOB PURPOSE:</b>	Ensuring a high quality experience for customers

#### KEY DUTIES AND RESPONSIBILITIES INCLUDE:

- Actively promote a positive and collaborative workplace culture that supports the Charity's purpose of Making Life Better and i-care values to increase morale, productivity and performance.
- Undertake all health and safety checks and responsibilities as delegated by the Responsible Premises Officer
- Prepare rooms for visitor use including putting out linen if guests request it
- To check for cleanliness and safety on a regular basis and ensure safe method of work are achieved
- Light duties – including removal of waste to the bin, cleaning oven, fridge and microwave
- Update yourself regularly on all written operating procedures and carry out accordingly
- Bring to the attention of bunkhouse supervisor any improvement that might increase the effectiveness and efficiency of the centre
- Offer guests advice and local information
- Be responsible for the security of the building including the fire alarm and key holder responsibilities
- Occasionally taking booking and checking the booking system
- Responsible for checking stock levels
- Ensuring cleanliness of area outside the facility. Liaise with external contractors e.g. pest control, laundry services as required
- Liaise with local community to maintain good relations
- Pursue continuous professional development and contribute to the continuous improvement of Glenfinnan Bunkhouse and High Life Highland as a whole.
- Attend and undertake any training online or in person.
- Aim to reduce wastage and uphold our environmental values of being as sustainable as possible in all tasks.

- Assist and support other areas of High Life Highland with particular projects, training or in the event of holidays or sickness working cross-functionally across the team.
- Undertake all tasks in accordance with High Life Highland policies and procedures, including General Data Protection Regulations, health and safety procedures, relevant checks, reporting any concerns to management to ensure corrective action is taken.

**Other Duties:**

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

**Date:** February 2026



## HIGH LIFE HIGHLAND PERSON SPECIFICATION

**JOB TITLE:** Outdoor Centre Assistant

**LOCATION:** Glenfinnan Bunkhouse, Lochaber

### **ESSENTIAL ATTRIBUTES:**

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:-

#### **EXPERIENCE**

- Some work experience advantageous

#### **EDUCATION AND QUALIFICATIONS**

- Basic level of education

#### **SKILLS/ATTRIBUTES GENERAL**

- Self-motivated
- Communication skills
- Attention to detail
- Reliability

#### **SKILLS/ABILITIES SPECIFIC TO THE POST**

- Light cleaning skills
- Ability to operate security and fire system (training provided)
- Ability to work alone through series of tasks

#### **INTERPERSONAL AND SOCIAL SKILLS**

- Ability to get on well with colleagues and customers
- Able to work part of a team
- Able to make decisions

*High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.*