



**MAKING  
LIFE  
BETTER**

## **JOB DESCRIPTION And PERSON SPECIFICATION**

<b>JOB TITLE:</b>	Outdoor Centre Assistant
<b>SALARY:</b>	£14.12 per hour
<b>LOCATION:</b>	Torrin, Skye
<b>HOMEWORKING:</b>	This post is not suitable for home working
<b>RESPONSIBLE TO:</b>	Senior Ranger
<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.
- Prepare bunk-rooms for visitor use
- Carry out cleaning of all areas to a high standard
- Check for cleanliness and safety on a regular basis and ensure safe method of work
- Bring to the attention of the Manager any improvement that might increase the effectiveness and efficiency of the centre
- Provide a welcome and customer care for guests of the facility
- Be responsible for the security of the building including the fire alarm and key holder responsibilities
- Responsible for checking stock levels (e.g: Toilet rolls)
- Checking of deliveries to the centre as and when required
- 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 Centre 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.
- Maintain an awareness and knowledge of the risk management responsibilities appropriate to their role, as identified within the HLH Risk Policy and associated guidance documentation.

**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:** April 2026

*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.*



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### **ESSESTIAL 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:-

**1. EXPERIENCE**

- Some work experience advantageous

**2. EDUCATION AND QUALIFICATIONS**

- Basic level of education

**3. SKILLS/ATTRIBUTES GENERAL**

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

**4. SKILLS/ABILITIES SPECIFIC TO THE POST**

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

**5. INTERPERSONAL AND SOCIAL SKILLS**

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