

## Amlwch Industrial Heritage Trust

### **Copper Kingdom Centre assistant**

#### **Background**

Amlwch Industrial Heritage Trust (AIHT) was established in 1997 to conserve and promote the natural and industrial landscape of Mynydd Parys and Porth Amlwch. Since 2014, the Trust has been responsible for the operation of the Copper Kingdom exhibition centre in Amlwch Port.

#### **Purpose of the post**

The successful candidate will assist in the operation of the Copper Kingdom. The job role is seasonal and is expected to last from approx. July 2022 until September 2022. The role is hence full time but of a temporary seasonal nature. The successful candidate's place of work is defined as the Copper Kingdom centre in Amlwch. The supervisor will be responsible for all the day to day activities in the Copper Kingdom and will report regularly to the Trustees on operation matters.

#### **Main duties**

- Assist in the day-to-day operation of the Copper Kingdom centre.
- Ensure the centre is run in a safe and secure manner for both staff and visitors.
- Act as a knowledgeable guide to visitors to the centre.
- Arrange for stock to be displayed.
- Arrange for daily trading records to be kept.
- Deal with visitor bookings
- Liaise with Sail Loft as required.

#### **Conditions**

The post is hourly paid at the rate of the National Living wage. The post is expected to last from July to September 2022. The weekly opening hours of the Copper kingdom will vary throughout the season at discussed and agreed with the Trustees. The centre will normally be open from between 2 and 6 days per week during the season. Working hours are expected to be based on three, 7 hours days per week and will include weekend working. The Trust operates a work place pension scheme. Employees contribute 5% and the Trust 3%.

#### **Personal specification**

##### *Essential requirements*

- Experience of operating in a commercial retail environment.
- Knowledge of the history of the Amlwch area.
- Proven ability at general administration work.

- Understanding of computers and visual display systems.
- Ability to engage with customers.

*Desirable requirements*

- Ability to communicate effectively in Welsh and English
- Previous experience of working in a retail environment

**To apply please send details of previous experience and why you think you would be suited to this position together with your contact details to [admin@copperkingdom.co.uk](mailto:admin@copperkingdom.co.uk). Interviews will be held in the next few weeks.**