



## Recruitment Details

**Job Title:** Reception & Facilities Assistant

**Employment Basis:** Full-time

**Hours:** 35 hours a week  
Normal hours; Monday to Friday, 9.00 to 5.00  
Occasional evenings and weekends as and when required

**Salary:** £13,650 - £15,470 dependent on experience

**Closing date for applications:** Wednesday 27<sup>th</sup> May at 13:00

**Interviews:** Wednesday 3<sup>rd</sup> June

**Location:** WHALE Arts Agency, 30 Westburn Grove, Edinburgh, EH14 2SA

### Post Outline:

WHALE Arts Agency is a community arts organisation based in the purpose built WHALE Arts Centre in Wester Hailes. We provide arts activities for over 2,000 children and adults a year that inspire change for people and their community. We are a company limited by guarantee with charitable status.

We are seeking an enthusiastic and motivated person to join our team in the role of Reception & Facilities Assistant. Based at the WHALE reception area, the role encompasses a wide variety of tasks and would suit a candidate with experience in a similar role or one who is looking for a new challenge.

With over 7000 people visits last year the successful candidate can expect to welcome a wide variety of people to WHALE on a daily basis – offering a warm welcome and building relationships. They will be able to work well in a team and work confidently without supervision.

The Reception & Facilities Assistant post is a key part of the WHALE team providing administrative support to help ensure the smooth running of our programme of creative projects, performances and community events. They will also help to ensure that the quality of facilities on offer to participants, partners and tenants are of the highest standard.

**Application Process:**

Apply in writing or by email, enclosing/attaching

- An up to date CV detailing relevant education and employment experience.
- A covering letter demonstrating how your skills meet the Essential and Desirable Skills criteria of the job description.
- Details of two referees, including at least one previous employer.

Applications should arrive at WHALE Arts Agency **no later than 1pm on Wednesday 27<sup>th</sup> May**. Late applications will not be considered.

**Equal Opportunities Monitoring:**

WHALE Arts Agency is committed to recruiting high quality candidates whose skills and experience are most suited to the job regardless of sex, race, colour, ethnic or national origin, religion (or beliefs), marital status, sexual orientation (or perceived sexual orientation), disability, age or political affiliation.

Please complete the Equal Opportunities form enclosed with the application pack. This information is for monitoring purposes only, will be treated as confidential and will not be used in the selection process.

**Contact Details:**

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