



## **JOB DESCRIPTION**

**Position:** Night Porter

**Reports to:** Lodge Manager

**Salary:** £20,000

**Base:** Dumfries House Lodge

### **The Prince's Foundation**

The Prince's Foundation provides holistic solutions to challenges facing the world today. We champion a sustainable approach to how we live our lives and build our communities, we run a diverse programme of education and training for all ages and backgrounds, and we regenerate and care for places where communities thrive and that visitors enjoy.

We work nationally and internationally but at the heart of our organisation is the heritage-led regeneration of the Dumfries House estate and its wider community, where our principles and philosophies are explored and put into practice.

The work of The Prince's Foundation is inspired by The Prince of Wales's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future.

**Location:** Dumfries House Lodge

### **The Role:**

The role of Night Porter will be responsible for looking after our guests overnight. They will work alongside the passionate Dumfries House Lodge team.

### **Key Tasks**

Specific Duties will include:

- Keeping outside and public areas of The Lodge clean and tidy.
- Setting tables.

- Restocking all areas.
- Helping with any guests needs throughout the night.
- Preparing for Breakfast service

### **Person Specification**

All training will be provided for the candidate but we look for:

- High Motivated
- Works well on their own
- Hard-Working
- Good time keeping
- Reliable

### **Other:**

- The post will be based at Dumfries House Lodge with the requirement to travel on occasion.
- Your working hours will be 42.5 hours per week
- You must have the legal right to work in the UK.

**Applications:** Please submit a completed [Application Form](#) together with a cover letter and CV (please note one A4 page maximum each for CV and letter) to email address [c.caird@dumfries-house.org.uk](mailto:c.caird@dumfries-house.org.uk) .

Closing date for applications: 2<sup>nd</sup> August 2021