



Casual Events & Operations Support, Middleport Pottery

Stoke-on-Trent
£11.50 ph
Casual, Zero Hours

Introduction

Re-Form Heritage are a growing charity in the UK's exciting heritage sector. We are looking for part time Casual Events and Operations Support staff to help deliver our busy events programme and provide reception and similar support cover for day-to-day operations. Middleport Pottery is a vibrant and varied heritage attraction and the post would cover a range of operational areas, making each shift different. The post will be line-managed by the Head of Middleport Pottery Operations & Engagement.

As Casual Events and Operations Support you may be asked to :

- Provide sickness and holidays cover for Reception .
- Be part of the team delivering our events, this may be evenings, weekends or during normal working hours.
- Support café staff during very busy periods, special events or late notice sickness.
- Be part of the team supporting our other existing offers with additional duties, such as support room turnarounds for schools or weddings.
- Other duties as may be appropriate.

JOB INFORMATION

Necessary Skills and Qualifications

- Excellent people skills supporting a variety of offers
- Flexibility over irregular and ad hoc shift patterns
- Good multitasking and ability to adapt to different roles
- Excellent at team working, working with different teams within the organisation
- Good customer service
- An ability to problem solve and address issues as they arise

Desirable Skills and Qualifications

- Experience working in hospitality and/or events
- Reception experience
- Kitchen or café experience

Time: Casual hours

Duration: Permanent contract

Location: Middleport Pottery, Stoke-on-Trent

How to Apply

Application is via submission of a CV.

Application deadline: **none**

Please send applications and any queries to lucy.siebert@re-form.org. Please put 'Casal Operations Cover' as the subject header of application and query e-mails.

About Re-Form Heritage

Re-Form Heritage revitalises communities through the regeneration of heritage buildings at risk of decay and demolition. The areas in which Re-Form Heritage works are impacted by deprivation, underinvestment, and inadequate infrastructure - places which will benefit most from the regeneration and growth we successfully deliver. The charity was appointed as the Heritage Development Trust for Stoke in December 2023, and is currently actively identifying new regeneration opportunities in the city.

Office-based staff enjoy the opportunity to work at the Grade II*-listed Middleport Pottery on the banks of the Trent & Mersey Canal, the last continuously operating Victorian pottery factory in Stoke, and one of the most important industrial heritage sites in the west Midlands.

Re-Form Heritage particularly welcomes applications from Black, Asian, and other ethnic minority candidates, as these are all currently underrepresented on our staff.

For more information about our work and our sites, please visit our website: <https://re-form.org/>