



Yorkshire
Wildlife Trust

Housekeeping Assistant (Seasonal) Job Description



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About us

Yorkshire Wildlife Trust is one of the region's largest environmental charities; our mission is to **drive nature's recovery in Yorkshire** across our land and at sea.

We are one of 46 regional Wildlife Trusts working for nature and collectively forming the Wildlife Trusts, one of the largest collective national movements for wildlife in Europe.

Our vision is for **wildlife and people thrive together across Yorkshire's communities, land, rivers and sea**. We work holistically in nature, thinking globally, planning at regional and landscape scale, while delivering our work in partnership with local communities, caring for local wildlife together. Our dedicated team of staff (c.190) and volunteers (c.1000) work together, on behalf of all our members (c.41,000), in every corner of Yorkshire to make this vision a reality.

Since forming in 1946 with our first reserve at Askham Bog, we now steward 115 nature reserves, which cover more than 3000 hectares of land and include some of our most precious wildlife. We also work extensively with other land managers, communities and businesses, to inspire, advise and deliver restoration work, supporting others too play their part in nature's recovery.

We are passionate advocates for Yorkshire's incredible wildlife and wild places. Join us and help create a diverse and inclusive team, committed to driving change for Yorkshire's wildlife, communities and a positive future.





Housekeeping Assistant (Seasonal)

Job Description

Responsible To: Catering & Hospitality Manager

Responsible For: Occasional volunteers

Location/based at: Spurn Discovery Centre

Date last updated: 14th January 2026

Main Purpose of the Role

- To ensure Yorkshire Wildlife Trust's holiday let at Spurn is cleaned and prepared in a timely manner for incoming guests.
- To routinely clean the staff offices within Yorkshire Wildlife Trust properties located at Spurn
- To contribute to a welcoming and well-presented Spurn Discovery Centre experience by carrying out housekeeping tasks in the public (cafe, retail, toilets) and staff areas.

Tasks and responsibilities

- Follow procedures to receive notifications of holiday let bookings
- Prepare the property for the arrival of guests and maintain a high standard of cleanliness and presentation at all times
- Prepare bedding and towels for future guests
- Promptly report any maintenance needs or damage to the holiday let building or furnishing to Catering & Hospitality Manager
- Provide a high standard of customer service to holiday let guests and Discovery Centre visitors.





- Undertake routine cleaning of staff offices located within the Bluebell property to maintain a professional working environment.
- Assist with the cleaning of the Discovery Centre, helping to keep a high standard of facilities and site presentation.
- Work with colleagues to ensure Spurn is a safe, welcoming and inspiring place for visitors

Other

- Promote the Trust and partner organisations whenever possible.
- Demonstrate our Trust values every day behaving with courage, respect, and integrity whilst trusting others and taking responsibility for your actions at all times.
- Support and promote the Trust's commitment to equality, diversity and inclusion.
- The Trust is committed to safeguarding and promoting the welfare of children, young people, and adults at risk and expects all staff and volunteers to share this commitment.
- Abide by all Trust policies.
- Undertake any other duties as requested by your line manager and in line with the post.



Person Specification

Experience	Essential/Desirable
Experience of working within a retail or hospitality environment	Essential
Proven track record of excellent customer service	Essential
Experience of professional cleaning (or willing to be trained)	Essential
Working independently to undertake a set of tasks (lone working)	Desirable
Knowledge and Skills	Essential/Desirable
Understanding of hygiene standards in a hospitality environment	Essential
Experience of working with Health and safety compliance	Essential
Personal Qualities	Essential/Desirable
Passionate about delivering excellent customer service	Essential
A personable, friendly and polite personality	Essential
A strong team worker but able to work autonomously	Essential
Organised approach with an eye for detail	Essential
Ability to work effectively under pressure	Essential
Commitment to and passionate about nature conservation	Desirable
Essential Qualifications/Requirements	Essential
Willing and able to travel regularly to a remote site	Essential





Terms and Conditions

Salary:	£22,995 per annum pro rata (£12.60 per hour)
Hours:	10 hours per week on a flexible rota, with occasional overtime. The nature of the post's duties will require regular weekend work and occasional evening work.
Contract:	Fixed term until 1 st November 2026. A probationary period of 6 months applies to new staff, during which you must complete all essential, mandatory training.
Flexibility:	Whilst ensuring the needs of the business and the role are met, the Trust endeavours to meet the flexible working needs of its employees. Depending on the nature of the role, the Trust offers hybrid working (a mix of office and at home).
Holidays:	30 days per annum pro rata inclusive of 3 office/site closure days over the Christmas period, in addition to national public holidays, rising to 33 days after 5 years' service. All leave is pro rata for part time employees.
Pensions:	You may be eligible to be auto enrolled into the Trust's Pension Scheme. Terms of the scheme are available on request from Finance.
Employee Assistance Programme:	The Trust provides an Employee Assistance Programme. This is a confidential service which aims to provide staff with support for a range of issues.
Health Questionnaire:	You will be asked to complete a health questionnaire in order to identify and support or adjustments you may require.





Equal Opportunities:	Yorkshire Wildlife Trust is committed to equal opportunities and appoints on merit. We welcome applicants from all sections of society regardless of gender, sexual orientation, race, disability, marital status, age and religion, perceived community background or political beliefs.
Place of Work:	The post will be based at Spurn Discovery Centre
Travel:	Public transport is encouraged although pool vehicles are available. In exceptional circumstances the use of the employee's own vehicle may be necessary for business use, at a mileage rate of 45p per mile.
Training & Professional Memberships:	The Trust is fully committed to personal development and training and supports achieving and maintaining professional memberships and accreditations, with any essential-to-role professional memberships paid for by the Trust.

