



MAGIC OF LIFE BUTTERFLY HOUSE

RECEPTIONIST/MANAGER JOB PROFILE

Want a job where you feel that you are giving something back to People and Nature? A job that is fun and set in a beautiful and natural environment surrounded by exotic plants and butterflies? The Magic of Life is a small Biodiversity Charity that through its work in education puts the smaller animals in the limelight. Its overarching aim is to knit people back with nature.

The Receptionist's job is a busy position, extremely varied and changes through the seasons. It's a position for doers and multi-taskers. The list below is roughly in order of priority in terms of time-allotted over the whole year.

- 1) **Visitor Welcome** – Fronting the butterfly house, till + engaging visitors with reception displays.
- 2) **Admin and office** – Book-keeping (not accounts), Pay roll, Gift Aid entries, banking money, courier collections, office equipment
- 3) **Plant & Livestock care** – Feeding the butterflies, caterpillars, fish and other livestock and all sorts of gardening jobs depending on other work.
- 4) **Marketing & Information** – e.g. distributing leaflets, posters, banners
- 5) **Running Gift Shop** – Ordering, Pricing merchandise, ebay plant shop in winter.
- 6) **Maintaining order and hygiene** in the reception room, displays, loo and generally on site.
- 7) **Any other job** needed to run the butterfly house successfully.

For book-keeping and payroll all necessary training will be given *in situ*.

Private car is required. **Time period:** 5 days a week including one weekend day. Currently Sunday through to Thursday 7.5 hrs a day 9.45 am – 5.15 pm. Salary £19,000 to £21,000 depending on experience. Mid June to October - renewable. Please apply by email to info@magicoflife.org.

Candidates are also encouraged to send a short video clip link of them talking about anything from the Natural World.

