**Elf**

Role Description

**VACANCY REFERENCE CODE: 15/2018**

*Please quote this code on the application form*

* **Duration:** Fixed Term for the month of December 2018
* **Salary:** £7.83 per hour
* **Working Hours/Pattern:** This is a part time, flexible role. Working hours may vary each week and will include working weekends and bank holidays to cover opening hours of 1000 to 1700 hours each day.
* **Location:** Calderstones Park, Liverpool 18

**About This Role**

This December, The Reader we will be transforming our gallery space into a magical and captivating winter wonderland grotto.

Our team of elves will have a very important role to play! We will rely on you to create a sense of magic and excitement for all of the families coming to visit Santa; so above anything else you’ll need to have a great rapport with children and be able to help them feel at ease. Ideally the candidate would hold their own DBS (although one can be provided) and have experience of working with young people.

**Key Responsibilities**

* Greeting visitors in a welcoming and friendly manner
* Checking bookings
* Maintaining Christmas cheer
* Listening to Christmas wishes
* Maintaining a festive feeling
* Creating a believable Christmas character
* Helping Santa to hand out gifts to children
* Ensuring the smooth running of Santa’s grotto appointments

**What you will get out of it**

* Opportunities to meet and work with new people
* The opportunity to use existing skills and gain new ones
* The opportunity to spread Christmas cheer
* The opportunity to make a child’s Christmas!

**What we expect from you**

* Happy to commit your time throughout December (Including weekends)
* Happy to work within The Reader’s ethos and under the supervision of Reader staff
* Have a warm, calm, friendly manner
* Have a responsible approach to health and safety and monitoring
* Happy to undertake any training if necessary
* Feedback any concerns to Reader staff
* Appear appropriately dressed and well presented – Always wear a smile with your elf costume!
* A positive approach to elf duties

**Essential Qualities**

* A good rapport with children
* A happy and approachable demeanour
* Relate well to the public and communicate clearly
* Patience with those who are unable to communicate clearly or less confident
* Represent The Reader in a professional manner
* Able to work according to policies and procedures

**FURTHER INFORMATION**

**Commitments:**

**Available to work throughout the month of December, including weekends**

**Training:**

Induction and training sessions will be provided for this role, and must be completed before starting the placement.

You must be willing to undertake a DBS check

**How to apply**

* Note. Please do not just send in a CV. We will only consider applications that adhere to the following process -
* Visit [www.thereader.org.uk](http://www.thereader.org.uk/) and select the ‘Get Involved Section’ where you will be able to view the full job description and download an application form. Please complete the application form and submit to [jobs@thereader.org.uk](mailto:jobs@thereader.org.uk)

**Deadline for applications: Friday 12th October 2018**

* NB: applications arriving after **9am** will not be considered
* A high volume of applications may make replies to everyone impossible. If you have not heard from us by 17th October then unfortunately your application has been unsuccessful.