

VISITOR SERVICES ADMINISTRATOR

PART-TIME, FIXED TERM CONTRACT (12 MONTHS)

About the Role

We are seeking a highly organised, motivated individual to manage Deene Park's public open days, private tours, ticketed events, and tearoom operations. This varied temporary role offers the chance to make a real impact over a 12-month period. The position combines **event planning, visitor experience, marketing, and operational support** with responsibility for budgets and records.

This is a unique opportunity to play a key role in one of Northamptonshire's most historic country houses, working closely with the Owner and Estate team to deliver memorable visitor experiences and safeguard the estate's heritage.

Key Responsibilities & Requirements

- Plan and manage open days, tours, and ticketed events.
- Oversee tearoom operations, including catering, costs, and compliance.
- Recruit, train, and rota seasonal staff and volunteers.
- Manage budgets, accounts, invoices, and memberships.
- Promote events through marketing, social media, and the website.
- Maintain the house diary and liaise with the Owner and Estate Office.
- Fulfil health & safety, first aid, and security duties.
- Support administration and contractor management when required.

The successful candidate will have:

- Proven administrative experience in events, heritage, hospitality, or visitor attraction.
- An understanding of working with volunteers.
- Excellent organisation and attention to detail, with confidence handling budgets and accounts.
- An ability to work evenings, weekends, and on-call security duties when required.
- Strong communication skills, with confidence in marketing, social media, and liaising at all levels.
- First aid qualification (or willingness to train) and awareness of health & safety practices.

What We Offer

- A close-knit, supportive team passionate about heritage and visitor experience.
- The chance to work in a historic setting with varied, rewarding duties.
- Competitive salary, pension, and on-site parking.
- Flexible hours: 3 days a week in autumn/winter, 4 in summer.
- A dynamic role where no two days are the same.

DEENE
PARK 
HOUSE & GARDENS