

## **DEPUTY WORLD CENTRE MANAGER: GUEST SERVICES** **Pax Lodge, Hampstead, London**

**Salary from £15,000 per annum plus free board and lodging**

One of four World Centres, Pax Lodge is an international gathering place for members and families of the World Association of Girl Guides and Girl Scouts. We offer accommodation, international volunteering programmes and employment opportunities, and a wide range of activities.

We are looking for a Deputy World Centre Manager to join the Pax Lodge staff team. You will have specific responsibilities relating to Guest Services, all front desk and office operations. You will also manage our on site retail shop and supervise housekeeping.

You must have lots of energy, excellent interpersonal skills and enjoy working in an international and culturally diverse team made up of both staff and volunteers. Your first class customer service skills will mean that the services provided by your team will meet and exceed guest expectations. Fluency in written and spoken English is essential, with knowledge of other languages desirable.

This is a fixed term contract position for two years, with the possibility of renewal. Free board and lodging are provided, this is a residential post, plus a salary from £15,000.

**Applicants must have the right to live and work in the UK**

**Closing date for completed applications is 22 January 2010.**

**For an application pack or more details, please contact:** Maia Faulkner, at [maia@paxlodge.org](mailto:maia@paxlodge.org) or by telephone on +44 (0) 20 7435 2202. For more information about WAGGGS and Pax Lodge; visit our websites: [www.waggsworld.org](http://www.waggsworld.org) and [www.paxlodge.org](http://www.paxlodge.org)