

Working for The Bishop's Palace

The Bishop's Palace is an incredible site consists of a medieval palace that is over 800 years old, set in 14 acres of beautiful gardens. Home of the Bishops of Bath and Wells, the site and buildings are owned by the Church Commissioners and operated by The Palace Trust, a registered charity (charity no: 1160830) which manages the site as a heritage visitor attraction welcoming over 145,000 visitors each year.

Crossing over a moat, entering through an iconic gatehouse, you couldn't ask for a more beautiful or inspirational place to work.

The Palace Trust is a real living wage and Disability Confident employer.



Notes on the application process

For each role being recruited at The Bishop's Palace a full job description and person specification will be available on our website: <https://bishopsalace.org.uk/about/jobs/> This will clearly state how to apply for the role, including the application method (application form or CV). It will also give the deadline for applications, potential interview dates and anticipated start dates.

The full list of employee benefits can be found on the job page of our website.

Once applications are received, they will be logged. Shortlisting will take place after the closing date using the person specification of the role. Short listing is undertaken by two or more people involved in the recruitment process for the specific role. We aim to contact all applicants within 10 days of the closing date for a role.

When completing your application please do complete the Personal Statement – this is an opportunity for you to highlight your relevant experience and skills and why you think you would be the best person for the role.

The Bishop's Palace, Wells, Somerset BA5 2PD

T 01749 988111 E Info@bishopsalace.org.uk W www.bishopsalace.org.uk

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Submitting your application

If submitting an electronic application, please ensure that it is submitted in a readable file format – either Microsoft word or Adobe PDF.

Applications should be submitted electronically to Recruitment@bishoppalace.org.uk

If submitting a paper application, please ensure that your clearly complete and where possible use black ink. Applications can be delivered in person to The Bishop's Palace Ticket office during opening times. Please address the application to Recruitment.

Applications can be sent by post addressed to: Recruitment, The Bishop's Palace, Wells, Somerset BA5 2PD.

Equality & Diversity Monitoring Data

Please also submit a completed Equality and diversity monitoring form with your application. The data from this form is anonymous and does not form part of information for shortlisting.

Your data – all applications are stored securely on our system with access only to HR and shortlisting panel. The equality & diversity monitoring data form will be detached from the application. Following the recruitment process applicant information will be held in accordance with Data Protection legislation and our Privacy notice and be viewed on our website. All data will be disposed of securely. Applicants' data will not be used for any other purpose.

Thank you for your interest in working for The Bishop's Palace. Do explore our website to learn more about the site and the work of the Charity, The Palace Trust.

Any questions about the recruitment process contact
recruitment@bishoppalace.org.uk or call 01749 988111

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