



Assistant Visitor Events Manager

Closing Date: Wednesday 22 November 2023, midday

Expected Interview Date: W/c 4 December 2023

Recruitment Reference:

HES/23/248

Starting Salary:

£28,541 per annum

Salary Range:

£28,541 - £34,702 per annum

Pay Band:

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Directorate:

Marketing & Engagement

Location:

Longmore House,
Edinburgh

Line Manager:

Gillian Urquhart, Visitor
Events Manager

Contract Type:

Permanent

Working Hours:

Full Time – 37 hours per week working 5 days out of 7 days. This will include daytime, evening, weekend and bank/public holiday work.

Thank you for your interest in the post of Assistant Visitor Events Manager with Historic Environment Scotland, based in Longmore House, Edinburgh (with home/hybrid working possible). This is a permanent and pensionable appointment.

You will assist the Visitor Events Manager in all aspects of developing, planning and delivering visitor events across the Historic Environment Scotland estate, including attendance at events.

About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the

generations to come.

- The historic environment makes a broader contribution to the economy of Scotland and its people
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation.

Overview of the post and information about the team

The Visitor Events Team develop and deliver a pan-estate programme of visitor events across Historic Environment Scotland's [Properties in Care](#). The events range in scale from the 10,000 attendee Spectacular Jousting at Linlithgow Palace, through outdoor theatre and musical performances, to re-enactment and living history events. As Assistant Visitor Events Manager you will have a key supporting role and will deputise for the Visitor Events Manager when required. The post line manages one full-time and one part-time Visitor Events Assistant.

The Visitor Events Team sits within the larger Experience service group, part of the Marketing and Engagement Directorate. There are 5 members of the team: 1 Visitor Events Manager, 1 Assistant Visitor Events Manager, 1 Assistant Events Manager (third party events) and 2 Visitor Events Assistants (including part time roles).

The role is primarily office-based and you will work at our Edinburgh office, Longmore House, with the option of some hybrid, home working. During the year the role includes working on site at visitor events, the majority of which take place outdoors and at weekends, in a variety of weather conditions. The role will include overnight stays and short periods away from home.

Key responsibilities, duties and objectives

- Working in close liaison with the Visitor Events Manager, assist in the creative development and delivery of an annual national programme of visitor events at Properties in Care across Scotland, aligned to HES strategic priorities including historical re-enactment, creative/cultural events and living history.
- Project manage a number of events, including content creation, taking all reasonable measures to ensure their safe and successful delivery, negotiate performer rates and conclude contracts.
- Manage procurement and contracts of delegated activity including Living History.
- Assist in procurement and management of key supplier contracts including performers, first aid, traffic management, temporary event infrastructure and facilities, etc.
- Manage budget for specific event activities.



- Ensure that, within legislation and Historic Environment Scotland guidance, all relevant health and safety documentation /arrangements are in place as required for events or other activities which fall within the remit of this role.
- Ensure that events are managed within the context of historic environment policy and legislation to ensure that properties in care are not damaged.
- Ensure that accessibility is taken into account in events planning.
- Deliver and pick-up event equipment and infrastructure by vehicle at sites across the country.
- Manage the setting up and taking down of event infrastructure. This requires physical activities such as manual handling of equipment and setting up of performance areas.
- Line manage Visitor Events Assistants.

Post Competencies

You will be assessed against these competencies during our selection process.

Core Competencies:

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

Management Competencies:

- Achieving results - Focusing on the delivery of objectives
- Leading a Team/Project/Task – Focusing on leading a Team/Project/Task or developing people.

Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

Essential requirements:

- Experience of planning and managing a range of types of indoor and outdoor public events for a variety of audiences.

- Experience of managing health and safety at events and a working knowledge of licensing legislation.
- Experience of event set-up and take-down.
- Experience of tendering process, procurement and contract management.
- Experience of working with external partners and stakeholders.
- Experience of working collaboratively as part of multi-disciplinary teams to deliver events.
- Ability to think and make decisions swiftly in fast-evolving situations with skills in advocacy and negotiation.
- Comfortable taking on responsibility and working on own initiative with ability to work effectively on multiple projects and to deadlines.
- A full driving licence (as there will be a requirement to travel to, and work at sites across, the Historic Environment Scotland estate).

Desirable requirements:

- Experience of events management within the context of historic sites.
- Knowledge of the heritage tourism sector in Scotland.
- Knowledge of Historic Environment Scotland's Properties in Care.
- Line management experience.
- Experience of Construction (Design and Management) Regulations 2015 procedures in the context of events.
- Understanding of various customer facing business areas in visitor attractions (eg ticketing, retail, interpretation, marketing, catering, etc)

Qualifications & Professional Memberships:

- A recognised qualification in event management or related subject or equivalent experience in developing and delivering events is essential.



What we offer

We welcome applications from all nationalities, assuming that they have the right to work in the UK: applying for a job with us could open the door to a unique work environment. It will give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- free Headspace membership
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.



How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form or require this document in a different format, please email recruit@hes.scot, quoting the job title and recruitment reference, and we will assist you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Gillian Urquhart, Visitor Events Manager via email at gillian.urquhart@hes.scot.

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan we welcome applications from Gaelic speakers.

Human Resources
Historic Environment Scotland