



HISTORIC
ENVIRONMENT
SCOTLAND

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Events Assistant (Part Time)

Closing Date: Wednesday 5 April 2023, midday

Expected Interview Date: W/C 25 April 2023

Recruitment Reference:

HES/23/060

Starting Salary:

£23,571 pro rata per annum

Salary Range:

£23,571 - £26,442 pro rata per annum

Pay Band:

B

Directorate:

Marketing and
Engagement

Location:

Longmore House

Line Manager:

Assistant Events
Manager

Contract Type:

Permanent

Working Hours:

Part time – 20.35 hours
per week working 2.75
days out of 7 days.

Thank you for your interest in the post of Events Assistant (part time) with Historic Environment Scotland, based at Longmore House. This is a permanent and pensionable appointment.

You will assist the Events Team in all aspects of developing, planning and delivering events across the Historic Scotland estate, to include 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 HES Events Team develops and delivers a pan-estate programme of visitor events across the 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 Events Assistant you will provide administrative support to the team and will respond to a range of requirements.

The Events Team sits within the larger Experience service group, part of the Marketing and Engagement Directorate. The team comprises of 5 staff: 1 x Events Manager, 2 x Assistant Events Managers and 2 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 hybrid, home working. During the events season the role includes working on site at events, the majority of which take place at weekends. This will include daytime, evening, weekend and bank/public holiday work.

You must be capable of working under pressure to tight deadlines to manage multiple objectives. The ideal candidate will be competent in prioritising and working with little supervision.

A full driving licence is essential as there will be a requirement to travel to, and work at sites across, the Historic Scotland estate, this will include overnight stays and short periods away from home. The post-holder must be willing to work outdoors, in any weather for long periods.

Key responsibilities, duties and objectives

- Assist the events team in the creative development, organisation and delivery of an annual events programme (including small-scale public performances) staged across the estate.
- Support the team by undertaking a range of administrative tasks including monitoring events mailbox, maintaining spreadsheets and maintaining accurate, up-to-date files in the Document Centre (Sharepoint).
- Support the team in logistical arrangements including making travel arrangements and ensuring equipment is delivered to and collected from sites.
- Manage phone calls and correspondence.
- Undertake financial administration tasks, such as raising purchase orders, setting up suppliers, maintaining budget trackers, procurement and contract administration.
- Taking guidance from Events Manager and Assistant Events Managers source suppliers, obtain quotes and confirm bookings.
- Issue contracts on behalf of HES.
- Contribute to the delivery of marketing materials by proof-reading and sourcing images (from HES image database), etc.

- Ensure that, within legislation and Historic 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.
- Provide administrative support for event requests received from a range of outside bodies (e.g promoters, local authorities, private individuals, etc) to stage events at Historic Environment Scotland properties.
- Work as part of an event team at events across the country, including working out of office hours e.g evenings, weekends and public holidays.
- Set up, take down and maintain event equipment. This includes delivery to and collection of equipment from sites by vehicle where necessary.
- Carry out any other duties and tasks as may reasonably be required by the Assistant Event Managers or Event Manager.

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)

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:

- Ability to work on own initiative, be an excellent team player and first-class communicator
- Experience of working in a busy, delivery-driven operational team
- Excellent organisational abilities and administrative experience
- Excellent written English skills and experience of written communication with the public and colleagues
- Experience of undertaking financial administration tasks
- High level of computer literacy including working knowledge of Microsoft Outlook, Word, Excel and use of the Internet
- Willingness to work outside for long periods
- Full UK Driving Licence

Desirable requirements:

- Knowledge of Historic Environment Scotland's estate
- Experience of administering work programmes that involve liaison with multiple departments and contractors



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- Previous experience of working in an events environment.
- Knowledge of relevant Health and Safety legislation.
- Experience of working at historical events or historical sites.
- Experience of dealing with a wide range of people, for example specialists, colleagues and members of the public.
- Working knowledge of the visitor attraction sector.

Qualifications & Professional Memberships:

- A recognised qualification in leisure, heritage or tourism field – Desirable
- A recognised qualification in event management – Desirable
- First Aid qualification - Desirable



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
- access to a 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.



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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, please email recruit@hes.scot, quoting the job title and recruitment reference, and we will arrange for an application form to be sent to 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 Laura Gray, Assistant Events Manager via email at laura.gray@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