



Admissions Assistant, Stirling Castle

Closing Date: Wednesday 31st of July (Midday 12pm)

Expected Interview Date: week commencing 12th of August

Recruitment Reference:

HES/24/164

Starting Salary:

£24,454 pro rata per annum

Salary Range:

£24,454 - £25,331 pro rata per annum

Pay Band:

A

Directorate:

Operations

Location:

Stirling Castle

Line Manager:

Eilidh McQuillan,
Admissions Supervisor &
David Mylan,
Admissions Supervisor

Contract Type:

Permanent

Working Hours:

Part-time – 24.1 hours (on a rota averaging 4 days out of 7, including weekends)

Thank you for your interest in the post of admissions assistant with Historic Environment Scotland, based at Stirling Castle. This is a permanent and pensionable appointment.

The post holder will be responsible for delivering the highest standards of visitor experience at Stirling Castle working across all areas within the admissions team, including car park, admissions area and outside, with delivery of information to visitors a core part of the role.

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

This post sits within the admissions team within Stirling Castle, working closely with the members of the castle's retail and guiding team, to deliver a seamless visitor experience across the castle.

This is an exciting opportunity to work for the lead body responsible for the historic environment in Scotland. You will be actively involved in work which supports providing the best experience for our visitors – ranging from: greeting our visitors in the car park, selling admission tickets or processing online bookings to our diverse visitor base. You will play a key role in ensuring that every visitor has an enjoyable and informative visit.

We are looking for someone who enjoys interacting with diverse groups of people, who has a passion for customer service and who would thrive in a fast paced and constantly changing workplace.

Key responsibilities, duties and objectives

Customer Service

- Processing and promotion of retail and admissions transactions through the till system.
- Ensure a high standard of presentation throughout the site, including following appropriate cleaning processes in both public and staff areas.
- Support the team in achievement of quality assurance KPIs.
- Actively support HES seminars, events, functions and promotions.
- Strive to provide the warmest welcome to our visitors and engage proactively with customer service.
- Safe management of vehicles in the Stirling Castle car park

Teamwork

- Proactively communicate with colleagues across the site to ensure high performance, standards and consistency of the team.
- Work as part of a team to ensure that the Customer Service Industry Standards and Quality Services Awards are maintained and participate in local action plan delivery.

Commercial Awareness

- Team participation to achieve agreed commercial performance targets for the monument.
- Maximise commercial opportunities and capitalising on income generating opportunities.
- Assist Admissions Manager to ensure accurate stock management and assist with stock ordering and deliveries as required.

Health and Safety & Compliance

- To ensure the security of the site, buildings and contents, including acting as key holder (where required).
- Monitor and comply with all H&S procedures/guidance relevant to the site.
- Follow correct procedures to ensure safe operation of all equipment.

- Ensure that the health and safety of staff, visitors and contractors is paramount at all times.

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:

- Experience delivering high standards of customer service and a passion for working in the heritage tourism industry.
- Ability to work alone or as part of a team.

Desirable requirements:

- Previous experience working a PC based till.
- Knowledge of the monument(s) and surrounding area.
- Previous experience working in a customer service setting.
- Cash handling experience
- Good general knowledge of IT and online functions
- An existing first aid qualification, or willingness to be trained in first aid skills
- A driving licence and willingness to be trained to operate the mobility vehicle to transport visitors with access needs through the monument grounds.



What we offer

We welcome applications from all nationalities, ensuring that they have the right to work in the UK and applying for a job with us could open the door to a unique work environment. It could also 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.



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 centralrecruitment@HES.scot quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please contact us if you need the job description, person specification and / or application form in an alternative format or if you require any other adjustments because of a disability. HES is committed to making reasonable adjustment and is happy to answer any questions you may have about the recruitment process in order that you can identify any adjustments that may be required.

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 David Mylan, Admissions Supervisor via email at david.mylan@hes.scot and Eilidh McQuillian, Admissions Supervisor via email at eilidh.mcquillian@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.

Thank you.

Human Resources
Historic Environment Scotland