



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA

Seasonal Assistant Rangers x4 (HOLYROOD PARK & LINLITHGOW PEEL)

Closing Date: Wednesday 8 February 2023 (midday)

Expected Interview Date: W/C 27 February 2023

Recruitment Reference:
HES/23/009

Starting Salary:
£21,052 pro rata per annum

Salary Range:
£21,052 - £21,789 pro rata
per annum

Pay Band:
Band A

Directorate:
Operations

Location:
Historic Environment
Scotland properties:
- Holyrood Park
- Linlithgow Peel.

Line Manager:
Ranger

Contract Type:
4 x Full Time, 6-month Fixed
Term contracts (April –
September)

Working Hours:
Full time roles – 37 hours
per week on a rota of 5
days out of 7 days.
These posts will focus on
providing cover for late
shifts (to 8pm), weekend &
bank/public holiday work as
part of a rota. Daytime
shifts will also be included.
Occasional out of hours
work may be required.

Thank you for your interest in the post of Seasonal Assistant Ranger with Historic Environment Scotland, based at Holyrood Park. This is a fixed term and pensionable appointment.

You will be required to work five out of seven days per week on a rota system. Successful applicants will be required to provide cover, patrol and deliver activities between Holyrood Park, Edinburgh and Linlithgow Peel, West Lothian, as well as deliver activities at other Historic Environment Scotland sites as required.

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

Historic Environment Scotland Ranger Service was established to enhance the understanding and appreciation of the cultural and natural history of sites within the care of Historic Environment Scotland. The Rangers are based at the two Royal Parks of Holyrood and Linlithgow, as well as within the Heart of Neolithic Orkney World Heritage Site. All are managed by the Ranger and Visitor Services Manager who reports to the Head of Edinburgh Region. The group sits within the Operations Directorate, sharing close links with the Marketing & Engagement and External Relations & Partnership Directorates. The team comprises 1 x Ranger & Visitor Services Manager, 1 x Natural Heritage Advisor, 1 x Senior Ranger, 7 x Rangers, 13 x Assistant Rangers (including part time and seasonal roles), 1 x part time Front of House Steward and 1 x Ranger Service Business Support Officer.

The Seasonal Assistant Ranger position within our Service forms part of the team of Rangers that provides an important and pivotal role actively engaging with the wide variety of visitors, other user groups and local communities.

We need Seasonal Assistant Rangers who are physically fit, willing to work outdoors for long periods of time and who have experience of proactively engaging with and talking to members of the public. You should be able to interpret the sites for our audiences' enhanced enjoyment, access, and appreciation, while at the same time encouraging their responsible behaviour and use of the sites to help us protect them and their cultural significance for current and future users.

The Rangers', Assistant Rangers', and Seasonal Assistant Rangers' tasks and roles focus on visitor safety, patrolling and operational management. The post-holder will have a strong focus on visitor engagement, landscape protection and nature conservation, and will be expected to set exemplary standards. There will be opportunities to assist in the development and delivery of learning, community engagement and volunteering opportunities.

Your seasonal role will be focused on **working evenings and weekends**, as well as bank holidays as part of a rota system.



Key responsibilities, duties and objectives

1. Conduct regular patrols of sites to provide a world class welcome, dealing with emergencies, providing basic first aid and summoning assistance if necessary.
2. Resolve conflicts and ensure compliance with the Royal Park Regulations, Ancient Monuments and Archaeological Areas Act 1979, and Wildlife and Natural Environment (Scotland) Act.
3. Exercise a general duty of care for visitors and staff and to ensure that all the Health and Safety requirements of current policies, legislation and guidelines are followed.
4. Co-operate across the organisation to assist with the identification, development and planning of projects and initiatives that deliver formal and informal cultural and environmental education programmes, interpretation, engage the local community and other groups, pro-actively in the Parks and other sites, as well as contribute to planning a varied and relevant events and guided walks programme.
5. Lead activities such as guided walks, learning groups, events and provide talks as required.
6. Undertake, where appropriate, work associated with the monitoring, protection and enhancement of the archaeological, geological and natural features of sites and collated records, Submitting relevant reports to appropriate organisations.
7. Communicate effectively with a wide range of organisations, individuals and volunteers through personal contact and meetings, print, broadcast and electronic media.
8. Assist with the establishment and maintenance of close, consultative links with members of the public, relevant local, regional and national bodies or organisations in the public, private and voluntary sector, particularly those with a special interest in protecting and conserving the natural and built environment.

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:

- Possession of a current full UK driving licence.
- Knowledge and experience in delivering customer care.
- You should be friendly and outgoing, approachable, and helpful, be able to work on your own initiative and be an excellent team player and first-class communicator.
- Willingness and enthusiasm to work outside for long periods.

Desirable requirements:

- Knowledge, understanding and experience of Health and Safety/Risk Assessment development and application.
- Working Knowledge of visitor attraction sector.

Qualifications & Professional Memberships:

- A recognised qualification in, interpretation, archaeology, history, heritage education, environmental education, natural science, countryside, recreation or conservation management, although consideration will be given to candidates demonstrating extensive knowledge of cultural or environmental matters, event or public safety management – **Essential**
- Knowledge of languages – **Desirable**
- First aid certificate (training can be provided) – **Desirable**



What we offer

We welcome applications from all nationalities, assuming 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.



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA

How to apply for this post

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

We are looking for you to complete a statement of competence looking at the essential and desirable requirements of this role. 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.

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 adjustments 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.

If you are unable to complete an online application form, please email edinburghregionrecruitment@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 James Hamilton, Senior Ranger, 0131 652 8150 or james.hamilton@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.

HES is committed to not only avoiding unlawful discrimination against people with protected characteristics under the Equality Act 2010, but also to positively promoting equality and doing more than equality law requires.

Thank you.

Human Resources
Historic Environment Scotland