



Assistant Events Manager

Closing Date: Wednesday 10th April, Midday

Expected Interview Date: w/c Monday 22nd April

Recruitment Reference:

HES/24/058

Starting Salary:

£25,649.00
pro rata per annum
increasing to £27,149
per annum from 1st
April 2024

Salary Range:

£25,649 - £28,721
pro rata per annum
increasing to £27,149 -
£30,221 from 1st April
2024

Pay Band:

B

Directorate:

Operations

Location:

Stirling Castle

Line Manager:

Carla Cumming, Event
Manager

Contract Type:

Permanent

Working Hours:

Full time, 35 hours per
week
(including evening and
weekend working
when required).

Thank you for your interest in the post of Assistant Events Manager with Historic Environment Scotland based at Stirling Castle. This is a permanent, full time and pensionable appointment.

The Assistant Events Manager will support the Events Manager with the generation of income from corporate and private functions, events and filming, weddings and evening catering which, in the current financial year (April – March), has totalled £300,000. The role is to assist with the onsite delivery of events outwith the core visitor experience, ensuring that these work alongside the day-to-day operation of the castle, and that all clients receive a world class experience.

As Assistant Events manager, you will be expected to work five days out of seven, averaging 35 hours per week which will also include evening and weekend working when 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 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

and – Longmore House, Salisbury Place, Edinburgh, EH9 1SH
5925



- 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 is an exciting opportunity to work for the lead body responsible for the historic environment in Scotland. Stirling Castle is the second most visited attraction within the Historic Environment Scotland portfolio and offers a variety of stunning locations in which to stage events and functions. Events business makes a valuable contribution to the overall income generated at the Castle and the Assistant Events Manager is a key member of the Visitor and Communities Management Team, reporting directly to the Stirling Castle Events Manager.

Key responsibilities, duties and objectives

To assist the Events Manager with the following duties:-

- Manage all functions bookings at both Stirling Castle and Argyll's Lodging from enquiry through to the delivery of the event, ensuring a 5-star service at all times
- Coordinate all aspects of each event including the management of external suppliers working on site, and the communication of necessary information to the wider Castle team.
- Ensure appropriate staffing for each event and manage the team responsible for the delivery in each case, including members of the Conservation Group.
- Liaise with local Conservation Group team members on the delivery of each event.
- Contribute to Historic Environment Scotland's overall events sales targets by supporting the activity of the Central Sales Team and acting as the onsite client contact to convert enquiries into bookings.
- Achievement of agreed performance targets which, in 2023/24 are: -

Corporate venue hire	£170,801
Corporate catering commission	£85,382
Wedding venue hire	£15,000
Wedding catering commission	£5,540
- Ensure that all clients receive a 5-star service and feedback is gathered after every event.
- Produce a monthly report for the District Visitor & Communities Manager – Stirling Castle on levels of business and income.
- Develop and maintain a monthly booking sheet to monitor confirmed business and enquiries in conjunction with the Sales Team at Longmore House.
- Generate schedules, contracts and invoices for each event, as required.
- Ensure compliance with all health and safety procedures including the development of risk assessments in relation to events/functions business.
- Deliver training on an ongoing basis to ensure staff are aware of specific event requirements.
- Assist and support the Events Manager, Stirling Castle as required.

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 as part of the selection process.

Essential requirements:

- Knowledge of Microsoft Office packages, specifically Word and Excel
- Experience in using customer databases and diary systems
- Negotiation skills
- Events management experience
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Desirable requirements:

- Experience of working in a sales environment
- Supervisory experience

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
- special leave
- maternity/paternity leave
- adoption leave
- childcare vouchers
- to pay 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
- interest free loans for bicycles (and travel passes)
- As part of our Equalities policy, we will make any reasonable adjustments for staff when needed.

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 get 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. Open to all permanent and fixed-term staff.

How to apply for this post

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



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA

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 Carla Cummings, Events Manager, via email on Carla.cumming@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