



Seasonal Assistant Ranger (Orkney World Heritage Site)

Closing Date: 10/02/25

Expected Interview Date from: W/C Monday 10 March 2025

Recruitment Reference:

HES/25/003

Salary:

£24,454 per year pro rata
(proportional to hours
worked and length of
contract)

Pay Band:

A

Location:

Historic Environment
Scotland properties in
and around the Heart of
Neolithic Orkney World
Heritage Site.

Line Manager:

Ranger

Contract Type:

5 Month Fixed term
Contract (May –
September)

Working Hours:

Full time role - 35 hours
per week on a rota of 5
days out of 7 days
(including weekend and
public holidays)

Your role of Assistant Ranger with Historic Environment Scotland will be a seasonal position up until September 2025. The likely start date for this role is May 2025.

Are you looking for a flexible seasonal job that is both fun and unique? You'll get an individual view into Scotland's rich history and gain valuable experience in the tourism industry and help bring Scotland's dramatic history to life for our visitors from across the world. Explore the fascinating stories from Scotland's past and share your passion with international and local visitors who come to Orkney during the season.

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

The Brodgar and Stenness area offers excellent scope for our Ranger Service staff to enjoy the outdoors. This unique and popular site has a fascinating story, and our team offers many captivating interpretations for our audiences' enhanced pleasure, understanding and appreciation. The team actively engages in encouraging responsible public behaviour to help us protect and promote our sites for current and future users.

Benefits of working with HES

- A generous holiday allowance of 25 days holidays + 11.5 public holidays per year (pro-rata for employees)
- A Civil Service pension which means you will receive an employer contribution of 27% of your annual salary

- Free entry to Historic Environment Scotland sites (with up to three guests) and all English Heritage, Manx and Cadw properties
- Discounts on 100's of online retailers
- Interest free loans for bicycles and annual travel passes

Overview of the role and more about my team

Our Ranger Service was established to enhance the understanding and appreciation of the cultural and natural history of our sites. The Ranger Team (approx. 25 staff) 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.

Your role of Seasonal Assistant Ranger will form 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.

You will demonstrate the ability 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' and Assistant Rangers' tasks and roles focus on visitor safety, patrolling and operational management. You will have a strong focus on visitor engagement, landscape protection and cultural heritage 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 weekends, as well as bank holidays as part of a rota system.

What will my role involve and what will be my responsibilities?

- Conduct regular patrols of sites to provide a world class welcome, dealing with emergencies, providing basic first aid and summoning assistance if necessary.
- Resolve conflicts and ensure compliance with the Ancient Monuments and Archaeological Areas Act 1979, and Wildlife and Natural Environment (Scotland) Act.
- 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.
- 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 and interpretation.
- Engage the local community and other groups, pro-actively on the sites, as well as contribute to planning a varied and relevant events and guided walks programme.
- Lead guided walks, learning groups activities, events and provide talks as required.
- 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.
- Communicate effectively with a wide range of organisations, individuals and volunteers through personal contact and meetings, print, broadcast and electronic media.

- 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.

Knowledge, skills and experience

Essential requirements:

- Experience delivering high standards of customer service.
- A genuine interest in working in the heritage tourism industry.
- Ability to work independently at times.
- Excellent team working skills.
- Possession of a current full UK driving licence.
- Willingness and enthusiasm to work outside for long periods.
- Ability to undertake the physical demands of the role, however reasonable adjustments will be made where possible.

Desirable requirements:

- Knowledge, understanding and experience of Health and Safety/Risk Assessment development and application.
- Working knowledge of visitor attraction sector.
- IT skills and ability to use basic online functions.
- Language skills.
- An existing first aid qualification, or willingness to be trained in first aid skills.

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**



What to expect from our recruitment process

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.

As part of the application form, we are looking for you to complete a statement of competence looking at the essential and desirable requirements of the role. This is similar to a personal statement or cover letter and you'll find some hints and tips on how to complete this in the document 'How to write a Statement of Competence'. Where you wish to be considered for more than one position/location, please provide your preferences in your statement.

Once you have submitted your application form, you can expect to hear back from us by email within 14 days. Interviews will follow our competency framework, where we will ask you questions based on these five competencies:

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 Knowledge, Skills and Experience Section of this job description for specific criteria)

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

For further information about the post, please contact Martin Gray, Ranger and Visitor Services Manager via email at martin.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 HES Gaelic Language Plan we welcome applications from Gaelic speakers.