



Key Keeper – Fortrose Cathedral

Closing Date: 15/09/2021

Expected Interview Date: 29/09/2021

Recruitment Reference:

HES/21/108

Salary:

£19,800 pro rata

Pay Band:

A

Directorate:

Commercial and Tourism

Location:

Fortrose Cathedral

Line Manager:

Eilidh Sinclair, Tourism and
Destination Development
Manager

Contract Type:

Permanent Part Time

Working Hours:

14 hours per week (on
average)

Thank you for your interest in the post of key keeper with Historic Environment Scotland, based at Fortrose Cathedral. This is a permanent and pensionable appointment.

The post holder will be a community-based contact within the area and will be responsible for keeping the site clean and tidy, reporting damage, as well as other pre-agreed duties on behalf of HES.

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

Key Keepers are community-based individuals who are responsible for keeping a site accessible during the designated opening hours, alongside basic site presentation work and reporting of local activity, such as anti-social behaviour. A Key Keeper is managed by the Tourism and Destination Development Manager, who sits within the Commercial and Tourism Directorate. C & T is responsible for delivering a high-quality visitor experience across a wide portfolio of sites throughout the country, Fortrose Cathedral being one of these sites.

Key responsibilities, duties and objectives

Main Duties

- To ensure that visitors gain access to the monument during the standard published opening hours for Historic Environment Scotland sites, in the summer and winter seasons
- To regularly walk round the monument.
- Keep the site clean & tidy and remove litter.
- In the course of carrying out the duties listed above, have due regard to the security and preservation of the monument, reporting damage caused by vandalism, storm or other
- To report any antisocial behaviour directly to local police and HES.

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
- Communication - Communicating appropriately and clearly

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:

- Good self-organisational and communication skills
- Good inter-personal skills allowing for engagement with people onsite on a regular basis
- Comfortable working alone



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 5 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
- 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 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 Eilidh Sinclair on 07919 165 334.

Applications are especially welcome from those who have Gaelic language skills.

Thank you.

Human Resources
Historic Environment Scotland