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| Role: Visitor Services Assistant | Region/Department: Highlands & Islands |
| Reports to: Visitor Services Manager | Pay Band/Starting Salary: Pay Band 2 Lower, £12.60 per hour (includes 5% Pay Supplement). Pay negotiations are conducted each year with our recognised trade union Prospect, the results of which are implemented from 1 March each year |
| Location: Glencoe Visitor Centre & National Nature Reserve | Type of Contract: Fixed term seasonal contracts between March 2025 and end of October 2025, or shorter if preferred. Option to apply for year-round positions in autumn 2025 Full-time and part-time roles available. Possibility of on-site accommodation (please highlight if this would be desirable). |

JOB PURPOSE

This is an exciting and varied role at Glencoe Visitor Centre, our gateway to exploring Glencoe National Nature Reserve.

You'll help us welcome visitors from across the globe and ensure they have an enjoyable, memorable experience here, from the moment they arrive to the moment they leave. Through warm, engaging, informative interactions, you'll help share stories about this amazing place and build support and understanding for the National Trust for Scotland.

Based in our busy shop, info hub & turf house or Highland Coo Café, you'll also help generate the income that enables our charity to care for this world-renowned mountain landscape.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Provide a consistently high standard of customer service

- Welcome visitors at all our key touch points, from their arrival in our car park and entrance area, to making purchases in our café and shop, exploring our unique reconstruction of a 300-year-old turf house or enjoying the info hub, cinema and exhibition.
- Provide a responsive, friendly and efficient service tailored to the needs of both individual visitors and tour groups.
- Develop a thorough understanding of the place you work, enabling you to share stories with

visitors, offer ideas to help them enjoy their visit and answer common questions.

- Follow guidelines to ensure retail or catering displays remain enticing throughout the day and help with stock replenishment to ensure product availability.
- Work flexibly and in harmony with your colleagues across departments, supporting each other to make best use of team resources, especially at busy times.
- Seek visitor feedback and **share** your own ideas to develop and improve our offer, service and operations.
- Help gather photos / videos for social media to promote our activities and encourage visits.
- Assist with the set-up, stewarding and break-down of functions and events.

Generate the income that enables us to look after special places

- Be aware of the team's targets for generating income and aim to achieve and exceed them.
- Actively upsell our café, shop and membership products and services with excellent product knowledge, tailored to customer preferences.
- Be responsible for accurate and secure till operation and sales processing, supporting the reconciliation of end-of-day takings.

Maintain excellent standards of site and personal presentation and safety

- Help with behind-the-scenes tasks to prepare for opening at the start of the day and close-down at the end.
- Take pride in the presentation of our buildings and surrounding landscape, maintaining high standards throughout by helping to clean public and staff areas.
- Report all instances of damage, wear and tear or maintenance needs promptly.
- Ensure you are clearly identifiable and appropriately dressed by wearing uniform, name badge and PPE, as required.
- Share responsibility for the health and welfare of property staff, volunteers and visitors by adhering to NTS Health, Safety and Environment policies and guidelines.

What we're looking for

Qualifications

- No formal educational qualification required. Relevant training provided.

Desirable skills

- Experience in a customer-facing role
- Excellent "front of house" persona - warm, welcoming, helpful, patient and understanding
- Excellent communication skills, a passion for sharing stories and offering memorable experiences
- Persuasive selling skills, tailoring conversations to customer needs and product knowledge
- Ability to work within a team or independently to a high and safe standard
- Comfortable with being flexible and adapting working patterns to meet property needs

- Excellent time management skills and the ability to prioritise
- Attention to detail and pride in presentation standards
- Enthusiasm for the aims and objectives of the National Trust for Scotland

What we offer

- The chance to work in one of Scotland's most iconic locations and directly care for its heritage.
- A supportive team environment with opportunities to develop your customer service and storytelling skills.
- Lifts to work and car share available from Fort William and Mallaig directions.
- Contracts with sociable hours, generous holidays and flexibility to suit your availability.
- Please contact glencoe@nts.org.uk if you have any questions or would like to arrange a time to pop into the visitor centre to find out more about the role.

The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

Applications

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"