

Role: Visitor Services Assistant – Admissions and Retail	Region / Department: Edinburgh & East
Reports to: Visitor Services Manager, Culross Palace	Pay Band: Grade 2 Lower, £24,960 pro-rata, per annum (£12 per hour)
Location: Culross Palace	Type of Contract: Fixed Term to 31 st October 2024 24 hrs per week (Monday to Wednesday)
Cost Centre: 3CUR	Activity Code: VSZ
Application Closing Date: Thursday, 19 th July – interviews will take place on 24 th July	

JOB PURPOSE

To maximise our visitors' enjoyment of Culross Palace by maintaining excellent standards of service, optimising opportunities to generate income and ensuring that the site and its assets are safe and secure. To ensure the smooth and safe running of operations primarily focusing on admissions and retail.

To provide the highest degree of customer service: greet and welcome all visitors to the property; recruit new Trust members and promote fund-raising initiatives; deliver appropriate admissions procedures; and provide general visitor information. Please note that the job involves some physical activity in the form of periods of standing, walking, etc.

Some flexibility may be required as to when hours are worked and weekend working may on occasion be expected.

Is a key holder for the Townhouse shop and will be required to open/close on Visitor Service Supervisor's days off.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This role will assist the property team in delivering a high-quality visitor experience at Culross Palace (including but not limited to):

- Providing excellent customer service.
- Be responsible and proactive. Ensuring all day-to-day tasks are completed including responding to customer enquiries, answering the telephone, cleaning, recording statistics etc.
- Handling cash accurately and processing sales across all platforms.
- To ensure perpetually high levels of accuracy are maintained for all transactions and data recording.
- To actively drive-up selling opportunities through strong product knowledge and an excellent customer service to maximize sales of admission tickets, membership and donations.
- Working with the Guides and supporting with tours.
- Cash reconciliation duties including end of day and administration tasks.
- Be able to take responsibility for your own development and learning.
- Taking booking enquiries and process appropriately.
- To develop a working knowledge of the history of the site and being able to relate that to visitors in a friendly and engaging way.
- Adhering to the property's quality standards including wearing of uniform.

- Ensuring health and welfare of property staff, volunteers and visitors by adhering to the Trust's Health, Safety and Environment policies and guidelines. This includes working within the property's "Safe System of Work" (the system for managing Health & Safety).

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

No formal educational qualifications required – full training will be given.

Essential

- Excellent literacy and numeracy ability – preferably with previous cash-handling / form-filling work experience.
- Sound, demonstrable experience dealing with a wide range of people – preferably in a public situation.
- Excellent empathetic skills and be a very able communicator (especially through the spoken word).
- A genuine understanding of, and belief in, the work of the National Trust for Scotland.
- Enthusiasm for Scottish heritage
- Demonstrable working experience dealing with a wide range of people – preferably in a public situation.
- Excellent communication skills (especially through the spoken word).
- Able to demonstrate a flexible approach to work.
- Demonstrable experience of working equally well on own initiative and within a team environment

Desirable

- Previous cash handling experience.
- Foreign language skills.
- Historical knowledge of the site.

DIMENSIONS AND SCOPE OF JOB

People Management

- The Property team consists of a Visitor Services Manager and Visitor Services Supervisors. There are no line management responsibilities for this role, but this role works closely with volunteers and members of the wider site team.
- This role involves working with members of the public of all ages and abilities on a daily basis.

Finance Management

- This role will involve cash reconciliation duties as appointed by the Visitor Services Supervisor.

The Purpose, Context, Key Responsibilities, and Person Specification 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 their 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, by Friday 19th July 2024.

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 "VSA – Culross"