

Role: Collections Care Assistant	Region / Department: North East
Reports to: Visitor Services Supervisor - Ops	Pay Band: Grade 2 Upper, £25,483 - £26,907 pro-rata, per annum
Location: Leith Hall	Type of Contract: Fixed Term, March – November, 8 hrs p/w
COST CENTRE: 3LEH	ACTIVITY CODE: PMZ

JOB PURPOSE

To maximise visitor enjoyment of this property by helping to care for, protect and promote the collections and historic interiors of Leith Hall. Providing an efficient and effective service through high standards of collections care and conservation cleaning based on the needs of the property and its collections.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

The Collections Care Assistant is responsible for a wide variety of duties in connection with the care and conservation of the interiors and collections at Leith Hall. These duties involve the correct handling and conservation cleaning of the collections, in accordance with best-practice at all times, and general housekeeping duties throughout the House.

Specific duties include: · Best-practice conservation cleaning of the collections (furniture, silver, ceramics, glass, works of art, textiles, rugs, books etc.), using property-specific cleaning plans and approved and recommended methods, materials and equipment.

Conducting the daily, weekly, monthly, and annual conservation cleaning of the collections & property including the collection storage areas, the visitor route and visitor services areas

Assisting the property teams to hold functions and events ensuring appropriate conservation standards are upheld.

Monitoring the condition of the collections, both through routine, informal checking and formal record keeping, reporting any concerns, damage or loss to the Collections Management Officer, the Regional Conservator and the Collections Services Team

Accessing the Trusts Collections Management Database, Adlib, obtain information about the collections as and when required.

Contributing to the NTS Integrated Pest Management strategy & assist with required treatments. · Supported by the Collections Management Officer, ensuring sufficient stocks of conservation materials are maintained

Assisting the Collections Management Officer to promote the Property and collections using social media and in house activities and events

Undertaking in-house and external training as appropriate to ensure the highest level of conservation cleaning and collections care is adhered to at the property.

The current duties of this job do not require a criminal records (Disclosure Scotland) check to be carried out.

SCOPE OF ROLE

People Management · Not a line manager but will give direction and support to collection care volunteers and student placements at the property as required. Will also work closely with other property colleagues and will have interaction with other technical/specialist advisory colleagues based in other locations and departments.

Finance Management · Not a budget-holder.

Tools/equipment · Will be a frequent user of cleaning materials and tools. · Will be required to work at height on ladders and scaffold as necessary. · Will be required to access the Trusts Collections Management Database, Adlib, to lookup information on the collections.

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

The below outlines the key skills the post-holder will need to possess and exercise. In addition, either knowledge of or experience in the following is required:

Essential

- Sound previous housekeeping experience.
- Be flexible to changing demands of the post.
- Be responsible, thorough and methodical.
- Initiative and the ability to work without supervision, but also as part of a team.
- Personal commitment to high standards of cleaning and maintaining a historic property.
- Attentive to detail with an eye for condition, presentation, and finish.
- Must have an appreciation of the importance of the collections at Leith Hall.
- Must have a genuine understanding of, and belief in, the work of the National Trust for Scotland.
- This is a physical job, which will normally include use of ladders, stepladders, working at heights, lifting, fetching and carrying objects.
- Working flexibly in response to the needs to the business, including evening/weekend work and lone working
- A pro-active approach to taking initiative and to driving forward ideas and projects designed to improve daily operations and deliver an exceptional visitor experience.

Desirable

- Previous housekeeping experience in a Historic House, Museum, etc.
- Clean and current driving license

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 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, by Sunday 2nd March 2025.

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"