



# Key Keeper – Lochranza Castle

**Closing Date: 16/08/23**

**Expected Interview Date: Week beginning 21/08/23**

## Recruitment Reference:

HES/23/187

## Salary:

£21452 - 22272 per annum  
This is PRO RATA

## Pay Band:

A

## Directorate:

Operations

## Location:

Lochranza Castle

## Line Manager:

Jane Martin, District Visitor  
and Community Manager

## Contract Type:

Permanent Part Time

## Working Hours:

7 hours per week (on  
average)

1 April to 30 September

Thank you for your interest in the post of key keeper with Historic Environment Scotland, based at Lochranza Castle. 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. This Key Keeper role is managed by the District Visitor and Community Manager, who sits within the Operations Directorate. This team is responsible for delivering a high quality visitor experience across a wide portfolio of sites throughout the country, Lochranza Castle being one of these sites.

## Key responsibilities, duties and objectives

- To regularly walk round the monument and ensure access to the monument for visitors for standard published opening hours of 0930 to 1730 daily, April to end September.
- 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
- Planning and Organising - Putting plans and resources in place to achieve results
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

## 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.



HISTORIC  
ENVIRONMENT  
SCOTLAND

ÀRAINNEACHD  
EACHDRAIDHEIL  
ALBA

## How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/intranet/>.

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](mailto: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 Jane Martin on 07585 988 998.

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

Thank you.

Human Resources  
Historic Environment Scotland