

Role: Visitor Services Assistant - Retail	Region / Department: Highlands and Islands
Reports to: Visitor Services Manager (Retail)	Pay Grade: Pay Band 2 Lower, £24,960 pro-rata, per annum
Location: Culloden Battlefield Visitor Centre Cluster	Type of Contract: Fixed Term (1 st September to 31 st December 2024), Various shifts of 16, 24 and 32hours available per week.

JOB PURPOSE

Retail plays a key role in the winning Culloden Battlefield team. Your job is to give a warm, Highland welcome and to generate the sales and income that helps us protect and preserve the site and many others in Scotland. You may be working across the Culloden Cluster sites, this includes Abertarff House, Hugh Miller's Cottage and Culloden Battlefield. Voted a 5-Star destination by Visit Scotland, together we'll deliver a top shopping experience and unforgettable memories for all our happy customers.

This role is key to the visitor experience; your role is to put smiles on faces and ensure our visitors have an amazing visit.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This role will assist the wider Retail team to deliver the best visitor experience at Culloden cluster sites (including but not limited to):

- To provide excellent customer service.
- Be responsible and proactive. Ensuring all day-to-day tasks are completed.
- Cash reconciliation duties including end of day and administration tasks. Ensuring cash is handled accurately and there is continuity across all sales platforms
- Working with the Visitor Services Retail team to ensure best stock management
- To actively drive-up selling opportunities through strong product knowledge and an excellent, pro-active customer service to maximise sales of shop stock and donations.
- Working with the Visitor Services Manager (Retail) and wider property staff to ensure high standards of display & merchandising at all times.
- Be able to take responsibility for your own development and learning.
- Have a flexible approach to working hours and days including working weekends and Bank Holidays as needed on a rota basis.
- To work across departments when necessary, supporting the wider Culloden Cluster team
- 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
- To provide consistently excellent customer service when dealing with high volumes of customers
- Adhering to the property's quality standards including wearing of uniform.
- To adhere 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).

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

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Experience

Essential

- Ability to work within a team or independently, with minimal supervision to a high and safe standard.
- Ability to be flexible/adaptable at work when required.
- Ability to adjust pace to match customer flow without compromising quality of service.
- Excellent front of house persona - warm, welcoming, patient and understanding.
- Excellent selling skills
- Genuine belief in the value of good customer service.
- Excellent interpersonal and communication skills.
- Demonstrable time management skills and the ability to prioritise.
- Ability to be proactive and to take the initiative.

Desirable

- Previous cash handling experience
- Additional language skills
- Historical knowledge of the site and area
- Previous experience in hospitality, retail and tourism.

DIMENSIONS AND SCOPE OF JOB

People Management

- ♦ This role involves working with colleagues and members of the public of all ages and abilities daily

Finance Management

- ♦ This role will involve cash reconciliation duties as appointed by the Visitor Services Manager (Retail).

Tools / equipment / systems

- ♦ There will be the occasional use of cleaning chemicals.
- ♦ This role will involve manual handling.
- ♦ Is expected to work and ensure compliance within the property's 'safe systems of work' (the system for managing health and safety)

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, by Sunday 1st September 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 "Gardener - Culzean"