



Glasgow Cathedral Steward

Closing Date: 15/01/25 at Midday

Expected Interview Date: w/c 27/01/24

Recruitment Reference:

HES/24/242

Salary:

£21,452 per year (pro rata)

Pay Band:

A

Location:

Glasgow Cathedral

Line Manager:

Margaret-Mary Tartaglia

Contract Type:

- Part-year permanent

Working Hours:

15 hours per week, three days over seven, including weekend working

Your role of Steward will be from 1st April- 30th September 2025. The likely start date for this role is in April 2025.

Are you looking for a flexible seasonal job that is both fun and unique? You'll get an insight into Scotland's rich history and gain valuable experience in the tourism industry and help bring Scotland's dramatic history to life for our visitors from across the world. Explore the fascinating stories from Scotland's past and share your passion with international and local visitors who come to Glasgow during the summer season.

If you love working with people, stewarding is the role for you! At Glasgow Cathedral, you'll be sharing your passion for Glasgow's history with visitors, enjoy upselling products and memberships in the shop, and will have the opportunity to work alongside colleagues from a variety of organisations and backgrounds. You'll be working as part of a large team in a fast paced environment, with the opportunity to be involved with our exciting events programme.

Glasgow Cathedral is dedicated to St Kentigern, also known as St Mungo- built in the 1100s the Cathedral drew countless pilgrims to his shrine. Today, it's the most complete medieval cathedral on the Scottish mainland, having survived the Protestant Reformation almost intact.

Benefits of working with HES

- A generous holiday allowance of 25 days holidays + 11.5 public holidays per year (pro-rata in line with hours/length of contract)
- A Civil Service pension which means you will receive an employer contribution of 27% of your annual salary
- Free entry to Historic Environment Scotland sites (with up to three guests) and all English Heritage, Manx and Cadw

- properties
- Discounts on 100's of online retailers
- Interest free loans for bicycles and annual travel passes

Overview of the role and more about my team

This post sits within the Glasgow & Strathclyde district comprising 7 staffed monuments including Dumbarton Castle and Bothwell Castle. You will be part of a team of stewards working in the monument, led by a Monument Manager.

This is an exciting opportunity to work for the lead body responsible for the historic environment in Scotland. You will be actively involved in work which supports providing the best experience for our visitors – ranging from: welcoming visitors to the monument, supporting the facilitation of events or processing online bookings, selling our range of retail products or outlining the history of the site to our diverse visitor base.

We are looking for someone who enjoys interacting with diverse groups of people, who has a passion for customer service and who would thrive in a fast paced and constantly changing workplace.

What will my role involve and what will be my responsibilities?

Customer Service

- Process retail and admissions transactions through the till system following appropriate compliance processes.
- Promote our products to visitors (including our membership product and relevant retail offers).
- Ensure a high standard of presentation throughout the site, including following appropriate cleaning processes in both public and staff areas.
- Actively support Historic Environment Scotland (HES) seminars, events, functions and promotions.
- Strive to provide the warmest welcome to our visitors and engage proactively with all visitors throughout their visit.

Teamwork

- Proactively communicate with colleagues across the site to ensure high performance standards and consistency within the team.
- Work as part of a team to ensure that the Quality Service Awards are maintained and participate in local action plan delivery.
- Attend and contribute to relevant team meetings.
- Support the Monument Manager with regular compliance checks (as required)

Commercial Awareness

- Support the site team to achieve agreed commercial performance targets for the monument.
- Maximise commercial opportunities at your site and support district commercial opportunities.
- Assist the Monument Manager (MM) to ensure accurate stock management and assist with stock ordering and deliveries as required.

Health and Safety & Compliance



- To ensure the security of the site, buildings, and contents, including acting as key holder (where required).
- Monitor and comply with all health and safety procedures/guidance relevant to the site.
- Follow correct procedures to ensure safe operation of all equipment.
- Ensure that the health and safety of staff, visitors and contractors is always paramount through following site specific procedures and risk assessments.
- Follow lone working processes appropriately (as required)
- Report any maintenance or safety issues requiring attention to the relevant Works Manager (WM) and Monument Manager (MM).

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:

- Experience delivering high standards of customer service and a passion for working in the heritage tourism industry.
- Ability to work alone or as part of a team.

Desirable requirements:

- Previous experience working a PC based till.
- Knowledge of the monument(s) and surrounding area.
- Previous experience communicating to large groups of people (Guided Tours).
- Cash handling experience
- IT skills and ability to use basic online functions
- An existing first aid qualification, or willingness to be trained in first aid skills

What to expect from our recruitment process

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

We are looking for you to complete a statement of competence looking at the essential and desirable requirements of this role. Guidance on completing a statement of competence can be found in the 'Statement of Competence Guidance' 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 southrecruitment@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.



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ALBA

For further information about the post, please contact Margaret-Mary Tartaglia, Glasgow Cathedral Monument Manager via email at margaret-mary.tartaglia@hes.scot

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic Language Plan we welcome applications from Gaelic speakers.

Human Resources
Historic Environment Scotland