

**Winton Estate
Events & Caretaking Assistant
Vacancy**



Winton Castle & Estate, half an hour from Edinburgh, offers award-winning hospitality alongside traditional farming and forestry. The events team are looking for assistance with outdoor activities, private and corporate hospitality, weddings and self-catering holiday properties. Are you an all-rounder with a 'can-do' attitude, willing to support the hospitality team and Caretaker with running events as well as general upkeep and maintenance around the Castle and Estate? If 'yes', please read on!

Job outline

You will be involved in setting up/clearing down of indoor and outdoor events, preparing the Castle, the activity areas and the self-catering holiday accommodation for guests and getting things back in order when they depart. You will also be involved directly with guests and visitors during event operations e.g. assisting at clay pigeon shoots and Highland Games, which may even involve tossing a caber! You will have the natural ability to comfortably interact with and look after guests. You'll assist with larger group events and lead small outdoor activity groups who are all there to have fun and enjoy their visit. Aside from event and activities work, you will assist the caretaker with property and equipment issues and maintenance. This is a physically active role with regular heavy lifting and trips up and down stone stairs within a 5-storey castle.

Essential:

- A people person who enjoys interaction
- Ability to take part in physical outdoor activities with clients e.g. Highland Games
- Initiative - even the best planned events and well-maintained properties can change, necessitating common sense with an ability to accommodate changes
- Flexibility - hospitality hours can be irregular, you will be able to adapt your working week to suit the business needs
- Organised and comfortable with IT for planning and record keeping
- Driving licence valid for driving in the UK

Duties

Operations

Setting up & clearing equipment for events, from tables, chairs & bar units to cabling for marquee events, or setting up heavy equipment for outdoor activities. Assisting with all types of events and activities both indoor and out. Taking care of deliveries arriving at the Castle and with trades and suppliers arriving.

Assist with meeting and greeting guests, assisting with luggage, assist with preparing self-catering properties for guests' self-check-in and transporting luggage and guests during their stay. Being part of an "on-call rota" for out of hours guest services and check-in and check-out procedures for self-catering properties.

Logistics, Repairs & Maintenance

Preparing recycling and commercial waste ready for weekly collection and assist the Caretaker manage the commercial waste contracts. Assist the Caretaker with estate meter readings, vermin control arrangements and with sourcing/ordering parts & equipment required for the jobs in hand. The majority of property repair and maintenance tasks are expected to be taken care of by the Caretaker, albeit that some duties will inevitably be delegated to this role.

Security

Along with the Caretaker you'll carry out regular testing of intruder & fire alarms and equipment and ensure preparedness for emergency procedures.

Health and Safety

Assist the Caretaker with Health & Safety responsibilities.

Liaison

The successful applicant will report to the Estate Caretaker. The varied nature of roles on the estate requires that everyone be a team player - within your own team and with other teams on the estate when help is needed.

Terms and Conditions

The Estate vehicle insurance policy is restricted to drivers aged 25 and over therefore applications cannot be considered from anyone under this age.

Hours of work

Your hours of work will total 40 per week. Your days/hours may change from week to week to accommodate the events schedule. An average working week (not including out of hours and specific event work) is Tuesday to Saturday, 8am to 4.30pm with half an hour for lunch with flexible hours on Saturday between 8am to around 6pm depending on the event schedule. Flexibility will be required to adapt these hours when required to assist before, during or after events.

Holidays

28 days including public holidays.

Salary

From £ £25,400 depending on experience

Start date:

Immediate start available.

Closing date:

Early applications welcome

How to apply

Please send your CV and a short covering letter to recruitment@wintoncastle.co.uk