

<b>Role:</b> Estate Worker	<b>Region / Department:</b> Edinburgh & East
<b>Reports to:</b> VSM North Perthshire	<b>Pay Band:</b> Grade 2 Upper, £26,757 - £28,252 pro-rata, per annum
<b>Location:</b> North Perthshire	<b>Type of Contract:</b> Seasonal – 20 hours June – end Oct, variable hours and weekend work
<b>COST CENTRE:</b> 3HER	<b>ACTIVITY CODE:</b> PMZ

### **JOB PURPOSE**

Working under the daily supervision of the Visitor Services Manager and in collaboration with others as needed, the VSA Estate Worker is based at the Hermitage in North Perthshire. Their role includes ensuring Health and Safety within the car park, maintaining the path network and boundaries, caring for car park facilities and machines, and assisting with the delivery of weddings. The VSA Estate Worker works with the VSS, Conservation Volunteers and other volunteer groups to undertake other estate work as required.

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

The key purpose of the job is to ensure that the Hermitage is managed and maintained to a high standard, being conscientious about conservation, the environment and your surroundings. The VSA: Estate Worker will be responsibly aware of the team/volunteers, health and safety and contributing to the overall conservation and development of the Trust and its enjoyment by visitors and supporters.

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

- Undertaking the day-to-day maintenance of the car park and sites including Ossians Hall, and maintain grounds to a high standard expected by the Trust, including but not limited to:
- Manage visitor numbers in the Hermitage car park
- Manage car park machines, repair and maintain on both sites
- Litter picking and general cleaning around buildings;
- Repair/repainting of signage and stone work;
- Paths/car park and drive repairs;
- Assist in the delivery of weddings
- Ensuring all activities undertaken are compliant with the property's Safe System of Work and Emergency Procedures.
- Conservation activities within the wider estate as and when required with support from the conservation volunteers and VSS.

### **REQUIRED SKILLS, EXPERIENCE & KNOWLEDGE**

The above 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**

- Demonstrable relevant practical experience as an estate worker across a range of estate operations, or demonstrable equivalent experience.
- Driving Licence, valid for driving within the UK including, if age relevant, Category E entitlement to tow trailers.

- Practical knowledge of relevant Health and Safety processes and procedures and the ability to work effectively within these processes.
- Capable of working within a small, dedicated team while also self-motivated and capable of working with the minimum of direction (though willing to seek appropriate professional advice when necessary).
- Good organisational and time management skills – including the ability to prioritise work where necessary.
- Good eye for detail and finish.
- Able to live and work in a relatively remote rural environment with little public transport.

#### Desirable

- Excellent interpersonal and communication skills; confident in interacting and dealing with a wide range of people; and able to represent the Trust.
- Experiences of working on a site open to the public.
- Experience of working in a small team that includes volunteers.
- First aid training and qualification.
- Competent IT skills sufficient for maintaining records, use of the internet/intranet, technical updating.

### **SCOPE OF ROLE**

#### People Management

- Not a line manager, but occasional supervision of volunteers/apprentices/work experience or other work parties.
- Works closely with other staff members and volunteers in North Perthshire.
- Regular interaction with members of the public of all ages and abilities.
- Occasional working with external contractors.
- Liaison with tenants and external partners.

#### Finance Management

- Not a budget-holder, but will be expected to take responsibility for the careful and effective management of Trust tools, materials, equipment and resources.
- Responsibility for looking after the car park machines and for banking.

#### Tools/equipment

- Frequent user of driven vehicles such as the estate vehicle and vans.
- Frequent user of 'powered' tools such as strimmer's/brush cutters leaf blower etc.
- Frequent user of hand-tools such as spades, forks, rakes, loppers, handsaws, fencing tools and secateurs.
- Occasional user of IT to assist with maintenance of records.

The Key Responsibilities, Required Skills, Experience & Knowledge & Scope of Role 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](mailto:workforus@nts.org.uk), by Sunday 15th June 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"