

<b>Role:</b> Administrator and Housekeeper, Ben Lawers NNR	<b>Region:</b> Highlands and Islands
<b>Reports to:</b> Property Manager, Ben Lawers NNR	<b>Pay Band:</b> Grade 1 - £13.45 Per Hour
<b>Location:</b> Ben Lawers National Nature Reserve Office Lynedoch, Main Street, Killin FK21 8UW	<b>Type of Contract:</b> Permanent, Part-time, 18 Hours Per Week. Ideally Over 3-5 Days.
<b>COST CENTRE (e.g.:3CUZ):</b> 3BEN	<b>ACTIVITY CODE (e.g.: VSZ):</b> PMZ

### **JOB PURPOSE**

This post exists to provide administrative support to the Property Manager and other staff working towards the agreed objectives for Ben Lawers NNR. To manage the office, meeting room, staff flat and bunkrooms to maximise efficiency, and be the first point of call for enquiries.

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

- Provide administrative tasks in support of the property team.
- Process financial transactions.
- Manage the office and equipment to provide an efficient, tidy and orderly working environment for the property staff.
- Undertake housekeeping duties ensuring shared spaces are clean and tidy and accommodation and meeting spaces are ready for use.
- Act as first point of call for queries and/or pass to appropriate staff members, including promotion of the Trust.
- Advertise events and guided walks.
- Adhere to the Safe Systems of Work including routine checks of safety equipment

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

#### Essential

- Experience in office and basic financial administration.
- Demonstrably high standard of written and spoken English.

#### Desirable

- Experience of working with the public desirable.

### **DIMENSIONS AND SCOPE OF JOB**

#### Scale

- This post is based in the Killin office and provides administrative support, including financial administration for all staff working on the Ben Lawers National Nature Reserve, currently 2 full-time permanent staff, three Seasonal positions, 2 shared apprentices and volunteers.
- Housekeeping is required for: the staff office and two toilets (one with a shower), a 3 - bedroom flat used by Seasonal Staff and Volunteers, including a kitchen and bathroom, 2 bunkrooms with 8 beds, a communal room, a toilet, a shower-room, kitchen and boot-room and a multi-purpose meeting and exhibition room.

- Bunkrooms are used by the NTS Upland Footpath Team, visiting NTS staff and contractors, students and volunteer groups.

#### People Management

- No line management but occasional supervision of volunteers may be required.

#### Finance Management

- The post-holder is not a budget holder but is responsible for the preparation and management of all Purchase Orders, requests for and issuing of invoices, cash handling, reporting and banking.

#### Example key performance indicators and targets

- Efficient and timely delivery of agreed objectives for duties.
- Prompt and accurate responses to/escalation of enquiries.
- A well organised diary for accommodation use.

### **HOW TO APPLY**

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Department, The National Trust for Scotland, by email via [workforus@nts.org.uk](mailto:workforus@nts.org.uk), by 09:00 on Monday 25<sup>th</sup> May 2026.

- Please ensure your CV includes your full name and contact details
- The CV file sent to us should be titled with 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 "Administrator & Housekeeper – Ben Lawers"