



JOB DESCRIPTION

Position:	Events Assistant
Reports to:	Hospitality Manager
Salary:	Meets National Minimum Wage
Base:	Dumfries House

The King's Foundation

The King's Foundation provides holistic solutions to challenges facing the world today. We champion a sustainable approach to how we live our lives and build our communities, we run a diverse programme of education and training for all ages and backgrounds, and we regenerate and care for places where communities thrive and that visitors enjoy.

We work nationally and internationally but at the heart of our organisation is the heritage-led regeneration of the Dumfries House estate and its wider community, where our principles and philosophies are explored and put into practice.

The work of The King's Foundation is inspired by our Founder and President, His Majesty The King, and his philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future.

We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work.

We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments.

We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

**The Role:**

We are looking for a hard-working, enthusiastic individual to join our Function and Events team, the candidate will assist in the delivery of the various events held here at Dumfries House including:

- Weddings
- Conferences
- Coach Parties
- Private Dining
- Corporate Events

The role will include all aspects of the hospitality industry from greeting the guests on arrival, serving teas and coffees, serving lunch or dinner through to the departure of guests.

Key Tasks:

Specific Duties will include:

The role will involve all aspects of the hospitality industry. These include but are not limited to::

- Delivering a high standard of customer service particularly when giving guests a warm welcome to the house and ensuring their needs are catered for
- Ensuring all hospitality aspects are delivered Lunches, Dinners, Weddings, Conferences etc.
- Working on the bar during weddings and events
- Working alongside our chef team to ensure delivery of events in a timely fashion
- Understanding the history of Dumfries House and relaying this to guests of the House, Being an Ambassador for the Kings Foundation.

Person Specification:

The essential skills, knowledge and experience required are:

- We are looking for an enthusiastic and hardworking individual who can work as part of a team as well as working conscientiously on their own



THE KING'S FOUNDATION

- The candidate must be able to interact with customers, experience in a public facing role is advantageous
- Having a knowledge of hospitality, ideally events service, however restaurant or café service would also be beneficial to the role

Please note experience in hospitality is desirable not essential, all training will be provided

- A polite manner and being able to work well under pressure in a busy environment

Other:

- The post will be based at Dumfries House Estate, Cumnock, KA18 2NJ.
- Variable hours contract.
- Your working hours will vary but will be between 10 – 40 hours per week, shifts will include weekend work.
- You must have the legal right to work in the UK.

Applications: Please submit a completed [Application Form](#) together with a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson:

hr.recruitment@kings-foundation.org

Closing date for applications: Friday 5th April 2024