

JOB DESCRIPTION

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

The Prince's Foundation

The Prince'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 Prince's Foundation is inspired by The Prince of Wales's 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.

The Role:

We are looking for a hard-working, enthusiastic individual to join our Hospitality 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 Princes 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 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 with the requirement to travel on occasion.
- Your working hours will be up to 40 hours per week
- You must have the legal right to work in the UK.
- *(to be included where the post requires a PVG check)* This post is considered to be a regulated activity therefore any offer will be subject to a satisfactory disclosure check with the Disclosure Scotland.



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:
Gordon.Watson@princes-foundation.org

Closing date for applications: Friday 3rd June 2022