



JOB DESCRIPTION

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| Position: | Part Time Events Assistant |
| Reports to: | Hospitality Manager |
| Salary: | 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

The role is to work alongside our events team to assist in the set-up, delivery and clear down of a wide range of events and in particular assist with large weddings and events at weekends.

Key Tasks

Specific Duties will include:

- 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 from lunches, dinners 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.

Person Specification

All training will be provided for the candidate but we look for candidate who is:

- Highly Motivated
- Works well as part of a team
- Can follow directions
- Good Communication skills. They will be interacting with guests.
- Hard-Working
- Good Time Keeping

Other

- The post will be based at Dumfries House with the requirement to travel on occasion.
- Your working hours will be up to 30 hours per week.
- 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 recruitment@dumfries-house.org.uk.

Closing date for applications: 5 July