



WHO WE ARE

Buccleuch is a diverse and innovative business with a passion for sustainable land use in rural Britain. People are at the heart of Buccleuch, in particular, colleagues, tenants, customers and visitors. Our commercial enterprises, including leisure & hospitality, agriculture, forestry, energy, rural estates and commercial property, provide approximately 500 jobs in local communities.

Bowhill House is the main family home of the Duke of Buccleuch. Set within a tranquil Country Estate, surrounded by beautiful gardens and waymarked walking trails, Bowhill House is home to an outstanding range of artwork which is recognised as one of the most important collections in the country.

For more information about us, and what we do, look at our websites here:

www.buccleuch.com

www.bowhillhouse.co.uk

OUR VALUES



- We treat each other with respect
- We do our best for customers
- We care about our communities
- We actively manage our impact on the environment

WORKING FOR US

Shepherd, Lettings Agent, GIS Technician, Gardener, App Developer, Joiner, Wildlife Ranger, Barista, Forester, Surveyor, Retail Assistant, House Guide, Project Manager, Finance Assistant, Fencer, Site Engineer...

Just some of the many and varied roles people carry out at Buccleuch and chances are, you won't have worked anywhere like it before. Whether you're based on one of our stunning rural estates or in our centrally located modern Edinburgh office, if you join us, you can expect to be busy and challenged, but you'll never find it dull. Colleagues are encouraged to use their initiative and many have had the opportunity to develop their roles. We're particularly committed to safety and wellbeing and we think this is a great place to work.

In our last People Survey colleagues reported that they are proud to work for Buccleuch, they understand what is expected of them and feel that their team environment is supportive. Here's what some of our colleagues had to say:

"Buccleuch is unique but it's the people that really make it"

"I'm very proud to work for Buccleuch and feel very much part of an amazing team"

"A thoroughly enjoyable place to work"

"The company has really demonstrated commitment to everyone's wellbeing"

"Progressive and always looking to improve ways of working"

"The mansion houses and grounds are so beautiful and it's interesting to work with a family whose roots trace back to King Charles II and beyond"



THE ROLE

Role title	House Security - weekends	Perm/temp	Permanent
Location	Bowhill House	Hours per week	See below*
Start date	ASAP	Manager's role	House Security

We are seeking a professional individual to provide House Security cover, primarily from Friday evening to Monday morning, but also full time holiday cover for the House Security Supervisor throughout the year. The successful candidate will work and live in the boundaries of the beautiful and historic Bowhill Estate.

This is a hands-on role with a wide range of responsibilities, including:

- Responsibility for security matters
- Carrying out general maintenance
- Supporting contractors/colleagues and providing assistance to the Family when they are in residence.

Due to the nature of the role and being regularly on-call, a flat in the Courtyard is provided (in addition to salary).

You will find more detail about the day-to-day responsibilities and tasks involved in this role at the end of this pack.

***Hours of work**

Flexibility is required over hours, however, as a guide

- Working and being on-call for 36 weekends per annum
- When on duty over a weekend, active working hours will be on average 18 working hours per weekend (some weeks it will be more, others less)
- Cover is required for 28 Wednesdays per annum (5pm Wednesday to 8am Thursday)
- The provision of 35 days cover (active working & on-call) during the week when the full-time House security is not available (for example, on holiday or on a training course)

When on call but not actively working, the job holder can be in their own home (or immediate vicinity).

Additional time will be paid if shifts 'over and above' those listed above require to be worked.

Salary & benefits

Salary range (dependent on experience)*	£15,300 (FTE £33,150)
Employer pension contribution (subject to you contributing 3.5%)	5.5%
Annual leave (inclusive of public and statutory holidays)*	30 days FTE
Life assurance	2.5 x salary
Other	Private health cover Accommodation will be provided free of rent (under a service occupancy)

*Salary & annual leave are pro-rated for part-time colleagues



Holidays increase by one day for five years' continuous employment (up to a maximum of 5 additional days) and we offer the opportunity to join a holiday purchase scheme (after one year's employment) along with a pension and cycle to work salary sacrifice schemes.

THE PERSON

We want to hear from candidates who have the skills listed below and who can demonstrate the personal traits and behaviours that are key to success in this role.

Essential skills

Strong practical maintenance skills and the ability to undertake manual handling

Excellent customer service and communication skills

An understanding of fire, security and CCTV systems

Organised and able to manage time effectively

Comfortable using Outlook email and basic Microsoft Excel/Word

Personal traits & behaviours

A can-do attitude and willingness to provide support and assistance to colleagues

Comfortable working independently and as part of a team

Professional with the highest levels of integrity and discretion

A positive and flexible approach to work

Confident, friendly and good with people

We are looking for candidates who have these qualifications and experience:

Qualifications

Full UK driving licence

Hold (or have held) a SIA and CCTV licence, this is desirable but not essential.

First aid certificate (desirable although training can be provided)

Experience

Experience of working in a security environment

Proven practical maintenance experience

High standards of work are essential along with an understanding that this is not a standard 9 – 5 role!



ACCOMODATION INFORMATION

A flat will be provided free of rent (under a service occupancy agreement) for the better and proper performance of responsibilities and the job holder will be required to make this their permanent place of residence. Occupier charges including water rates, council tax and heating will be the responsibility of the job holder.

The flat may suit a family, with two double bedrooms, living room, kitchen and bathroom with separate shower cubicle. Pets are permitted and while the surrounding Estate is available for use, there is no private garden.

ROLE SPECIFICS

Our House Security (weekend) role will:

- Be responsible for all Security matters at Bowhill House every Friday evening (5pm) until Monday morning (8am)
- Provide cover during the week when the House Security is on holiday or working away from the Estate.
- Duties will be wide ranging and include all security matters, general maintenance work, assistance to the Family when they are in residence. Clearing rooms, furniture moves, assisting colleagues/contractors and acting as the Duty first Aider when required.

Security

- Respond as per procedure when the security or fire alarms sound.
- Be fully aware of the salvage plan and to follow this if required.
- Investigate any suspicious activity in the vicinity of the House and contact the police if necessary.
- Your own personal safety is of paramount importance at all times and police or fire personnel should be contacted immediately when a situation is found. You should not at any point put yourself in danger.
- Unlock/ lock the House and set/un-set alarms as required. Ensure the overall security of the House; including locking of all windows and the closing of the shutters & blinds.
- Carry out random internal and external checks throughout the weekend cover.
- Operate and monitor the Fire, Security and CCTV system as required, (comprehensive CCTV monitoring is provided remotely by the Dalkeith Security Hub).
- Communicate effectively via a hand held radio and carry this at all times.
- Liaise with the Security Team at Dalkeith Security Hub.
- Supervise entry and exit to the House for colleagues, contractors and visitors, during the day and at night using the access control system.
- When you are on duty, you are required to be in Bowhill House or the immediate area.

Maintenance

- Carry out any emergency repairs such as light bulb changes, leaking pipes, trip hazards, and door locks.
- Check the Fire, Security and CCTV systems for faults and call out engineers as required.
- General manual handling duties such as moving furniture and boxes.
- Deal with rubbish and dispose of appropriately.
- Clear paths & spread salt when there is snow or ice.

General

- Provide assistance to the Family when in residence, these responsibilities will be wide ranging and will include: meeting and greeting guests on arrival and showing them to their rooms; dealing with luggage; general tidying up of the House and working closely with the Housekeepers; lighting of fireplaces when the House is being used; very occasional assistance in the dining room during dinners or events.
- Provide support and assistance to other colleagues as required to ensure delivery of business objectives. This will include supporting other teams based at the mansion house, courtyard and immediate estate areas including Housekeeping, Collections, Visitor Services and Gardens.
- Ensure the atmosphere of the house is one of relaxed professionalism and that any problems are effectively resolved without the need for escalation to the Duke.
- Use your initiative and anticipate the needs of the family and colleagues in order to facilitate the organisation and functioning of the House.
- Present a smart, clean and professional appearance at all times.
- Provide First Aid in an emergency and follow company policies and procedures in relation to Health & Safety.

We ask all our colleagues to:

- Be familiar with, and adhere to our company policies, guidance and practices
- Co-operate with colleagues to ensure that Buccleuch is a safe place to work and visit, reporting any concerns to a relevant manager or a member of the safety team
- Undertake other duties as may be required from time-to-time and are consistent with the overall responsibilities of the role.

APPLYING FOR THE ROLE

Sound interesting? If you haven't already applied and think you have the right skills, attitude and experience to join our team, we want to hear from you! To apply, simply email your CV and a covering letter to our recruitment team at recruitment@buccleuch.com.

If you have any questions about the role, would like this information presented in a different format, or would like more information about our application process, please contact us at recruitment@buccleuch.com