



drumlanrigcastle.co.uk

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.

Our rural estates property team incorporates building services, GIS, architecture, estate database development and fencing, and has a wide range of responsibilities including managing estate residential properties and farm tenancies, as well as commercial activities such as mast sites and wayleave negotiations.

For more information about us, and what we do, visit our websites:

www.buccleuch.com/about-us/queensberry-estate/

www.drumlanrigcastle.co.uk



The Role

ROLE TITLE	Admin Assistant	CONTRACT	Permanent
LOCATION	Queensberry Estate	HOURS	37.5 per week
START DATE	ASAP	MANAGER	Property Agent

The Admin Assistant provides professional administrative support to the Estate Director and Property team, with wider support across the team as needed. Working closely with colleagues across the Queensberry Estate, you will help coordinate day-to-day administration, support Estate events, maintain accurate records, and support effective communication across the team.

Key responsibilities include:

- Providing efficient administrative support to the Estate Director, Property team and wider Queensberry Estate team.
- Helping to coordinate day-to-day office activity, communications and record-keeping to support the smooth running of the estate.
- Responding to enquiries and providing practical support across a varied range of estate activities.

You will find more detail about the day-to-day responsibilities in the Role Specifics section.



Role Specifics

On a day-to-day basis, our Admin Assistant will:

- Provide flexible administrative support to the Queensberry management team.
- Create clear, professional correspondence, agendas and meeting minutes.
- Assist with events administration, supporting The Galloway Country Fair, and Easter, Halloween and Christmas events.
- Support the Property team, arranging meetings, maintaining databases and preparing key documents as required.
- Manage the seasonal grazing portfolio, liaising with the Estate Director and Property team on lease terms, maintaining area records and document preparation.
- Support the Estate Director by proactively dealing with items on their behalf and providing appropriate reminders.
- Respond to telephone and email enquiries professionally, taking clear messages and directing enquiries to the appropriate person.
- Ensure office facilities and equipment are in place and updated as necessary, and that the office is organised and maintained to foster a pleasant working environment.
- Handle confidential information with care and discretion, sharing it only with those acting in an official capacity.

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.



Salary and Benefits

- Salary range of £27,000 - £29,000 per annum (dependent on skills and experience)
- Employer pension contributions of 5.5% (subject to you contributing 3.5%)
- 30 days of annual leave (inclusive of public and statutory holidays)
- Life assurance of 2.5 times salary
- Private healthcare

Holidays increase by one day for each five years' continuous employment (up to a maximum of 5 additional days).

We also offer the opportunity to join a holiday purchase scheme (after one year's employment), discounted gym membership and shopping vouchers, pension and cycle to work salary exchange schemes, and provide a range of benefits and resources to support colleague wellbeing at work, including a biennial health check once qualifying age and continuous service criteria are met.





Inspiring places, welcoming people

People sit at the heart of our business. Our places are lived in, worked in and shared with the communities around them. Everyone at Buccleuch helps shape the culture we create and the places we care for, and our teams take pride in contributing to something enduring.

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

- Organisation and workload management – effectively managing competing priorities and ensuring tasks are completed within deadlines.
- Attention to detail and high professional standards – able to produce accurate correspondence, reports, meeting minutes and other documentation to a high standard.
- Customer service – provides a professional and helpful service while building positive relationships with colleagues and external contacts.
- Confidentiality – demonstrates a professional approach, handling sensitive information with discretion.

PERSONAL TRAITS AND BEHAVIOURS

- Proactive approach – willing to take ownership and support others when required.
- Flexible and adaptable – able to respond effectively to changing demands and priorities and enjoys supporting a wide range of activities.
- Friendly and approachable – demonstrates a positive approach to work and is able to communicate confidently with a diverse range of people.

EXPERIENCE

- Similar experience in an administration role.
- Advanced experience in Microsoft Office (Word, Outlook, Excel and PowerPoint).



Working For Us

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

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 our colleague surveys show that we think this is a great place to work!



COLLEAGUES
CUSTOMERS
COMMUNITIES
ENVIRONMENT

"It is a fantastic company to work for, and people work as a team."

"There are good benefits, and it is a supportive working environment."

"The company really prioritises colleague wellbeing and safety."



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! Simply email your CV and a covering letter to our recruitment team at recruitment@buccleuch.com.

Buccleuch strives to be an inclusive employer, so if it would be helpful to offer any adjustments during the recruitment process, or provide information in a different format, please let us know, and we will do our best to accommodate.

