



Hopetoun House is one of Scotland's finest Stately Homes and is managed by the Hopetoun House Preservation Trust. The Trust's purpose is the preservation and conservation of the house, its contents and immediate grounds together with facilitating public access and making educational use of Hopetoun. Hopetoun currently welcomes around 50,000 visitors per year and is graded as a 5 Star attraction by Visit Scotland.

### **Part-time Caretaker**

Hopetoun House is looking for a part-time caretaker to assist the Permanent Caretaker with the general upkeep of Hopetoun House and to assist our Event Managers with preparing the House and immediate surroundings for delivery of stunning events, weddings and functions at Hopetoun House.

### **Hours of Work and Rate**

The post is 7 hours per week over 2 days, ideally split between Friday afternoon and Monday morning, but we can be flexible on this, it can be discussed at interview stage.

Rate: £7.50 per hour.

This is a seasonal post starting early April and finishing in late Sept 2017.

### **Typical duties include the following:**

- Setting up rooms for events, e.g. putting tables, chairs, stage, bar, uplighters etc. in place
- Setting log fires ready for lighting
- Raking gravel at front of house
- Sweeping external paths, steps, colonnades etc.
- Emptying ashtrays
- Weeding
- Litter spotting and picking
- Changing lightbulbs
- Anything else within reason that is required to maintain the proper upkeep of Hopetoun House

The post-holder should be confident and friendly, being able to work both under direction and on own initiative. An interest in heritage/visitor attractions would be an advantage although not essential.

**There is no public transport near Hopetoun, so own transport is essential.**

**Interested? Email us and tell us a bit about yourself, why you'd like this job and why you're suitable, please also attach your CV.**

**Email: [finance.officer@hopetoun.co.uk](mailto:finance.officer@hopetoun.co.uk)**

The Hopetoun House Preservation Trust is a registered Scottish Charity No SC009760