



NEW Job Opportunity

Office and Events Assistant

Application Deadline: 3rd June 2026

We have a new opportunity for an organised and friendly team player to work at Lindores! Be part of an award-winning, diversified, family run business, and help grow its hospitality, tourism and sporting enterprises which deliver 5-star customer experiences in beautiful rural Fife, Scotland.

The Lindores brands operate in multiple markets: domestic and international tourism, equestrian, shooting, farming and, more recently, catered hospitality. This diversity makes the job varied and exciting and you meet the most incredible people in a beautiful countryside setting.

We are a young, dynamic team, and are looking for a like-minded, positive individual who takes pride in their work. With a strategic focus on delivering circular business practices for a more sustainable rural economy. This role has potential for growth for the right person.

This unique role offers the opportunity to support across all areas of the business, with particular focus on bookkeeping, operational administration, supporting guest enquiries and needs, inventory control, event planning and execution.

The role also incorporates office administration, facilities co-ordination, health & safety risk assessments, compliance, sales, customer communications, marketing performance monitoring, and events including the physical set up and service.

You will need to use your initiative and be able to work independently. Have confidence aligning with brand ethos, guidelines and thrive liaising with multiple stakeholders.

A key part of this role will be to provide administrative and event support for our three key business areas:

- Events - Two exclusive use venues called The Hide and The Barley House
- Luxury lodges - four bespoke, high-quality destinations
- Lindores Equestrian - an award-winning, BHS Accredited, training centre with 36 stables and all the facilities required to host camps and training.

Are you the office and events assistant we are looking for to join our team?

This role will report to the Assistant General Manager and provide support to the Owners. You will be a key part of the day-to-day operations, and a pivotal part of our brand's growth and progression.

Required skills and qualities:

- Can do attitude
- Trustworthy and show initiative
- Excellent organisational and time-management skills
- Strong attention to detail
- Passionate about the job you do
- Ability to build relationships with stakeholders at all levels
- Focused to complete tasks fully
- Ability to work to deadlines
- Strong communication skills: over the phone, email, face to face and in marketing channels
- Full Driving licence
- Interest in sustainable and green practices
- Understanding of the countryside, environment and animals
- Ability to work solo or part of a team
- Ability to manage / prioritise own work schedule

Relevant technical skills required:

- Finance experience - bookkeeping, invoicing, collating accounts
- Office administration – Excel, Word, Quickbooks
- Compliance – Risk assessments and regulatory requirements
- Booking management - Supercontrol, WordPress, Excel
- Performance monitoring and reporting
- Experience in digital IT systems
- Marketing experience beneficial
- Compliance, data management and analytics - Google Analytics

- Confidence in equine terminology and industry standards
- Confidence in hospitality, events and food hygiene systems
- Driving skills for a 4x4 Land Rover desirable
- First Aid Training desirable
- Stock control management

If you love working in a small dynamic team, love solving problems, love attention to detail, working with systems and clear processes, love working inside and outside in beautiful countryside, love meeting people and going the extra mile to ensure they have WOW experiences - Lindores is the place for you!

What else?

We're always re-investing, growing and developing to maximise the customer experience at Lindores. You'll be helping shape the plans and new experiences in this multi-faceted new venue.

Job Type:

Full-time position with option of flexible working patterns. Our business operates 7 days a week, so weekend work and holiday cover to be expected.

The Package:

The working day can be flexible with the seasons to suit both parties. Package includes pension contributions and holiday pay. Award winning equestrian facility benefits are negotiable as part of package.

If you'd like to work in a beautiful, safe, and rural setting with free parking, fibre to premises, a great team culture and an opportunity for growth, get in touch.

Basic Salary: £24,500 - £27,000

Job Location: Braeside of Lindores, KY14 6HU

How to Apply for the Job:

Step 1: Complete the entry form online: www.lindores.co.uk/job-opportunity-at-lindores/

Step 2: Email your CV to anna@lindores.co.uk, confirming on email you have completed Step 1.

Application Deadline Date: Wednesday 3rd June 2026, by 11.59pm

What next?

After the deadline date applications will be reviewed. Selected prospects will be invited for interview.

About our brands:

‘truly circular model of an outstanding agritourism business with responsible tourism at its heart’

Quote: VisitScotland ThistleAwards Judges 2023



Brand ‘Lindores Stay’ – A Rural Destination To Connect – Awarded Best Self Catering Accommodation Experience at VisitScotland Regional ThistleAwards Sept 2023 and shortlisted for Best Unique Stay and Experience in 2024 and 2025. Winner of TV Programme BBC Scotlands Greatest Escape Series 2 – Foodie Episode. The diversified farm has four architecturally designed luxury holiday houses catering for a mix of markets. Bonded warehousing on site now enhances Farm Tours with Highland Cows, pygmy goats and environmental initiatives. The business collaborates with great people and local businesses to create innovative sustainable new experiences for guests. The Hide and The Barley House are unique event spaces where we partner with chefs and sommeliers and other local heroes to create memorable experiences. www.lindores.co.uk



‘Lindores Equestrian’ was Awarded Equestrian Business of the Year 2019 at the national HorseScotland awards. We continue our journey to be the best horse holiday destination nationally. A British Horse Society Approved training facility for kids, adults, and horses of all abilities. Very welcoming and safe Scottish venue www.lindoresxc.co.uk