

# Volunteer Role Description

## Education Support Assistant

### 2018



As a volunteer you will become an important part of Hall Place, supporting our work and enhancing the experience of our visitors. We are looking for volunteers for our fun summer holiday activity programme. These events are pre-booked and include 30 children plus their adults per session:

- **30 July – 3 August, Animal Magic**

Petting zoo with various animals. Sessions last 1 hour, 3 sessions a day. Requires animal handling and supervision support as well as cleaning up after the animals. Training will be given.

- **6-7, 13-15 & 20-23 August, Fairy School**

Sessions last 2 hours, 2 sessions a day. Everything fairy includes various crafts (wand making, fairy cake decorating, fairy friend craft) & story telling

#### Location:

Hall Place & Gardens, Bourne Road, Bexley DA5 1PQ

[www.hallplace.org.uk](http://www.hallplace.org.uk)

#### What's involved?

- Offering a warm and informed welcome to visitors and helping them get the most out of their visit
- Assisting in the prep before, delivery and clean up after the sessions
- Supporting families during the sessions
- Representing the Hall Place in a professional manner

#### This role would suit people who:

- If you are 17 years old or over
- Have experience of handling animals (for Animal Magic)
- Have enthusiasm for working with children and families and are keen to learn
- Enjoy meeting and talking to people
- Have good English language skills
- Are reliable with good time-keeping and organisational skills
- Demonstrate a commitment to deliver excellent customer service
- Have a flexible approach to working alone or as part of a team
- Have energy and be physically able to lift, bend and **clean**

#### What's in it for you?

- Experience of working in the historic environment, with animals, children and families
- An opportunity to meet new people with shared interests
- Development of customer service and communication skills
- Making contacts for the future

### **How much time would you need to give?**

- Our recommended minimum commitment of 2 days (or 4 half days) on the dates outlined above in August. The more days you volunteer, the more experience you will acquire
- You do not have to volunteer for both Animal Magic and Fairy School, the choice is yours.

### **Expenses**

Hall Place is able to reimburse reasonable travel expenses to and from sessions. To find out more please contact Kirsty Macklen [kirsty.macklen@bexley.gov.uk](mailto:kirsty.macklen@bexley.gov.uk)

### **What happens next?**

If you are interested in becoming a volunteer education support assistant at Hall Place then you will need to:

- Complete a volunteer record sheet and return it to the volunteer co-ordinator Kirsty Macklen, who is based at Hall Place
- Attend an informal meeting at Hall Place with the education team. This will allow the us to find out a little more about you, why you're interested in volunteering and any previous experience or skills you may have. You will also be able to ask any questions you have

If your application is successful you will need to attend a Health and Safety Induction.

Please get in touch if you are interested in becoming a volunteer or have any questions:

***Please note: this role is purely voluntary and this arrangement is not meant to be a legally binding one or an employment contract***