



TAVISTOCK HERITAGE TRUST

Volunteer Role Profile

LEARNING AND EVENTS VOLUNTEER

What is a Learning and Events Volunteer?

Learning and Events volunteers will help deliver a learning and activity programme which is fun, imaginative and supports learning in the broadest sense. The role is wide-ranging and includes planning, preparing and running activities for families with children and other audiences, assisting at events, such as evening talks and performances, and helping to deliver formal learning sessions to schools visiting the Guildhall Gateway Centre.

What's in it for you?

- ▶ becoming part of a friendly and dedicated team
- ▶ meeting people from all walks of life and making new friends
- ▶ improving your communication skills
- ▶ gaining valuable experience
- ▶ helping children and families to learn about and enjoy the history of Tavistock and the Guildhall

You will be able to learn about the history of the area and the Guildhall, including policing and justice. It will also be an important part of your role to celebrate Tavistock as the eastern gateway to the Cornwall & West Devon Mining Landscape World Heritage Site.

What will you do?

- ▶ work as part of a team to help the Learning and Participation Officer deliver formal and informal learning activities and events
- ▶ learn about the history of Tavistock and the Guildhall
- ▶ use and maintain educational and activity resources and equipment
- ▶ provide a warm and friendly welcome to visiting school groups and all other visitors
- ▶ help to prepare for family events and school visits and to clear up afterwards – this might include preparing craft activities, information and signage, setting up trails, displays and activities, arranging furniture in the Learning Space
- ▶ assist with family activities e.g. selling trail sheets, handing out prizes, supervising hands-on art and craft activities
- ▶ help at other events, such as lectures or performances in the Guildhall - this might include directing visitors, providing information, selling tickets and cash handling

Is this role for you?

This role will suit volunteers who:

- ▶ are enthusiastic and friendly
- ▶ enjoy working with children and families as well as adults
- ▶ like working as part of a team and are keen to learn.
- ▶ have good communication skills and are well organised
- ▶ have a good sense of humour

Experience of working with children and young people may be an advantage but is not essential. This role can sometimes be physically demanding and you may be on your feet for long periods.

It may be necessary for you to have a DBS check (a bit like a criminal records check), especially if Tavistock Heritage Trust undertakes work in schools.

Time Commitment:

On average about one half day per week on an ad hoc basis depending on the events programme and when school visits are booked. The activity programme is planned well in advance so you will receive plenty of notice about when you will be needed.

Training:

Training will be provided for the role. You will be asked to attend up to four training/feedback meetings a year with other volunteers and staff. This will include safeguarding training, how to deliver best practice teaching and learning, and might include practical skills such as weaving, woodworking or other craft skills.