

MUNCASTER CASTLE VOLUNTEER EDUCATION ASSISTANT Role Description

Role Title:	Volunteer Education Assistant
Responsible to:	Castle Manager
Where (Location):	Muncaster Castle
Time commitment:	4 hrs per week minimum (days tba)
Role description:	Person to assist the Education Team with educational visits. These visits may be for both children and adults alike.
Main tasks:	<ul style="list-style-type: none"> • To assist or lead an educational tour • To be informative and entertaining to the visitors • To assist opening and closing down the rooms used during the tour • To help develop fresh ideas with the team
Required skills, qualities and experience	<ul style="list-style-type: none"> • Experience of working with children • Outgoing personality • Reliable • Friendly and cheerful • DBS desirable but not essential
Training and support available:	<ul style="list-style-type: none"> • Information/script to work from will be supplied • To work as part of the Education Team • Induction and initial training given
Any other Requirements	<ul style="list-style-type: none"> • Must be enthusiastic • Clean and tidy appearance
Recruitment process:	<p>By Application form</p> <p>This role is purely voluntary and does not create a legally binding arrangement or employment contract.</p>
Date role created:	07/01/2020



Volunteer Application Form

First Name: Last Name:

Address:

.....

.....Postcode:

Email: Mobile No:

There are various volunteering opportunities available at Muncaster. Volunteers usually assist in the Castle, Gardens or Hawk & Owl Centre; other opportunities may be available such as assisting at special events or similar. Some volunteers help out in more than one department! Please indicate which would be your preferred area(s) of volunteering. You may circle more than one.

CASTLE GARDENS HAWK & OWL CENTRE OTHER – (Please say what/where).....

Please detail any previous experience you may have had working in or around Historic Houses, gardens or with birds, animals or wildlife depending in which area you wish to volunteer. Don't worry if you have no relevant experience as training will be given and enthusiasm is just as important. Also it will be useful if you can let us know of any positive qualities you feel you have to offer and why you would like to volunteer at Muncaster Castle. Please continue on a separate sheet if necessary.

Please indicate how much time do you think you could commit to volunteering?

Do you have particular days of the week when you would like to volunteer?

Do you have any medical conditions of which we should be aware? If yes, please detail below. This information will be kept confidential.

Have you ever been convicted of a criminal offence which is not a spent conviction within the terms of the Rehabilitation of Offenders Act 1974? If yes, please give full details.

It is Muncaster Castle's policy to take up references for volunteers before we offer a role. We would be grateful if you would supply the names and contact details of two referees for us to contact. Please don't put relatives as referees as we cannot accept them. You can use, for example, an ex-employer, people you may have volunteered for in the past, a social worker or anyone you have a professional relationship with. One of your referees can be a friend, someone you have worked with, or a fellow volunteer.

Name:

Name:

Address:

Address:

Telephone No:

Telephone No:

My signature confirms that all the information given on this application form is true and complete. I understand that any falsification or deliberate omissions may disqualify my application or lead to my volunteering opportunities at Muncaster ceasing. I understand that my volunteering role at Muncaster is subject to the satisfaction of the Management of Muncaster Castle.

Signed:

Date:

Please return the completed form to:

By post:

Sharon Arrowsmith
Muncaster Castle
Ravenglass, Cumbria
CA18 1RQ

Or by email:

curator@muncaster.co.uk