**Volunteer Role Description**

**Education Assistant**

**What is a Volunteer Education Assistant?**

Volunteer Education Assistants develop and deliver our education programme for schools, families and community groups. Whether booking in groups, preparing resources, welcoming groups and providing information, or guiding groups around the building, you will support us in ensuring we deliver safe and educational visits.

**What’s involved?**

* Booking group visits and sending out visit paperwork
* Helping to prepare resources for group visits and family workshops
* Welcoming and providing information to school, community and family groups
* Setting up activities and assisting with clearing the building after the visit
* Actively participating in craft activities and, if appropriate, leading activity sessions
* Guiding and monitoring groups around the building, including tours for small groups of children
* Advising group leaders on health and safety matters and on the location of facilities

**What’s in it for me?**

* Opportunity to play a valuable role in engaging the community with local heritage
* Opportunity to share your skills and knowledge with others
* Become part of a friendly and dedicated team
* Meet people from all walks of life
* Develop your communication skills
* Enjoy new experiences

**What skills and qualities do I need?**

* Friendly and approachable
* Experience of working successfully with children, young people or community groups
* Good communication skills and a good level of spoken English
* Able to work as part of a team, as well as ability to work unsupervised
* Organised and able to take initiative
* Good timekeeping
* Ability to adhere to Health and Safety Policy at all times

**What else do I need to know?**

**Location:** Severndroog Castle is located in Castle Wood, Shooters Hill, London, SE18 3RT

**Days required:** We currently open to the general public on Sundays and to pre-booked groups on Thursdays and Fridays but occasionally have events on other days of the week

**Time commitment:** We are very flexible – as little or as much time as you can offer – but ideally you will be able to offer 2-6 hours a month and commit to a minimum of 6 months

**Reports to:** Heritage Manager

**Training:** Training will include induction, shadowing and on the job training

**How to apply:** Fill in our online application form or email [volunteer@severndroogcastle.org.uk](mailto:volunteer@severndroogcastle.org.uk) for more information

**Note:** The castle has 86 spiral stairs and the role may, on occasions, involve moving and handling of heavy boxes, tables, chairs and other equipment.