

# VOLUNTEER ROLE DESCRIPTION:

## LEARNING VOLUNTEER

The Public Programmes and Learning team are looking for enthusiastic volunteers to help support a growing programme of engagement at Charleston. As well as the beautiful House and Garden, the new gallery spaces and exhibitions will provide a great new opportunity for us to engage with more schools and families.

We want to build a team of dedicated volunteers to support the Learning Officer and Community Engagement Officer delivering these activities.

Schools workshops take place on weekdays often on Mondays and Tuesdays at Charleston but may also take place out in the community.

Family activities usually take place at weekends and during school holidays.

Community Engagement will often take place out in the community.

## ROLE OBJECTIVES:

The objective of this role is to support the work of the Trust by:

- Ensuring that Charleston creates the best possible experience for all visitors
- Delivery of art resources and guidance to enable visitors, especially children, to take part in a range of creative activities on site at Charleston
- Providing a vital point of contact between the Trust and providing the public with access to information on the museum and collections

## TASKS AND ACTIVITIES:

A broad outline of the tasks and activities to be undertaken are:

- To encourage the participation of school children, young people and families in a range of planned workshops and activities in order to enhance their understanding of Charleston and Bloomsbury
- To assist the Learning Officer and PPL (Public Programmes & Learning) team with the delivery of practical hands on workshops and activities including the set up and clearing down of the activity space before and after the session
- To support visitors in their broader knowledge of Charleston and awareness of our activities

This is not an exhaustive list, and you may at times be asked by the PPL Team to help with other tasks.

## PERSON SPECIFICATION/SKILLS REQUIRED:

- To be confident in and enjoy working with children and young people of different ages and abilities
- To enjoy creative, hands on activities and be able to share enthusiasm and knowledge
- Strong communication and team working skills
- Be flexible, be able to respond positively in unexpected situations
- To be reliable, presentable and trustworthy
- Have a personable manner

This role would suit someone interested in the arts, or someone who is looking for practical experience in museum learning and likes working with children, young people and families.

## COMMITMENT:

We expect volunteers to commit to a minimum of four designated days across the year – more would be wonderful!

## TRAINING AND SUPPORT:

In addition to receiving Charleston's Volunteer Induction and information pack, you will receive a role-specific induction on your first day of volunteering. Further opportunities for relevant training and development will be regularly offered.

The PPL team are also on hand to help with questions and provide support wherever needed.

## APPLY:

To apply please complete your application form and return to [volunteer@charleston.org.uk](mailto:volunteer@charleston.org.uk) or post to Volunteer Applications, co Susan Kent, The Charleston Trust, Charleston, Firle, Lewes, BN8 6LL.

We will require two references to be provided, which may be character references. We will not require a Disclosure and Barring Service check.

If you would like to discuss your interest informally we welcome all enquiries please ask to speak to Susan Kent, Learning Officer on 01323 815144 or 01323 811626.