Sudbury Hall and The Museum of Childhood

Volunteer Opportunities
Thank you for your interest in volunteering with the National Trust at Sudbury Hall. Volunteers are an important part of our property.

Below is a summary of the volunteer roles currently on offer at Sudbury Hall. A full role description is available for each volunteer opportunity providing full details of the tasks associated with the role.

**Volunteer opportunities**

<table>
<thead>
<tr>
<th>Role</th>
<th>Family Activities Volunteer</th>
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<tbody>
<tr>
<td><strong>When</strong></td>
<td>Flexible depending on event. Mainly weekends and school holidays</td>
</tr>
<tr>
<td><strong>What's involved</strong></td>
<td>Family Activity Volunteers help to deliver a variety of different family events at Sudbury Hall from planning and preparation to setting up and running activities on the day. It’s about offering something fun and memorable for families and children and encouraging them to return, and/or tell their friends about us.</td>
</tr>
<tr>
<td><strong>This role will suit people who...</strong></td>
<td>Enjoy working with children and have an enthusiastic and friendly nature with a talent for communicating with family visitors in particular. This role can be physically demanding and you may be on your feet all day.</td>
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<table>
<thead>
<tr>
<th>Role</th>
<th>Volunteer Buggy Driver and Car Park Assistant</th>
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<tr>
<td><strong>When</strong></td>
<td>Mondays, Saturdays and occasional Tuesdays</td>
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<tr>
<td><strong>What's involved</strong></td>
<td>You will assist with the organisation of the car park, ensuring visitors have an efficient reception when parking their vehicle and car park spaces are maximised, whilst delivering excellent customer service. This role provides a vital welcome to all of our visitors and is often the first person they meet. You will also drive the visitor shuttle to and from the property. The service is mainly aimed at visitors who have difficulty walking. It’s all about making sure our visitors have a great experience when they come to us.</td>
</tr>
<tr>
<td><strong>This role will suit people who...</strong></td>
<td>are friendly and enjoy spending time outdoors. You should also be sensitive to the needs of visitors with special access needs or disabilities. You will need a full, clean driving licence.</td>
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<table>
<thead>
<tr>
<th>Role</th>
<th>Garden Guide</th>
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<tbody>
<tr>
<td><strong>When</strong></td>
<td>Flexible – to suit availability of volunteer</td>
</tr>
<tr>
<td><strong>What's involved</strong></td>
<td>Garden Guides provide a warm welcome for all visitors, helping them to explore and learn more about Sudbury Hall so that they have an enjoyable and memorable visit. You will also play a role in conservation and health and safety by keeping an eye on wear and tear in the garden, and being aware of any access issues/hazards.</td>
</tr>
<tr>
<td><strong>This role will suit people who...</strong></td>
<td>Have an enthusiastic and friendly manner, enjoy meeting people and like working as part of a team. An interest in gardens/gardening would be useful, but is not essential. However, you need to be keen to learn.</td>
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<tr>
<td>Role</td>
<td>Hall Room Guide</td>
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<td>---------------------------------------------</td>
</tr>
<tr>
<td><strong>When</strong></td>
<td>Weekdays – one day a week where possible</td>
</tr>
<tr>
<td><strong>What’s involved</strong></td>
<td>Room Guides have a vital role to play in bringing National Trust places to life, for inspiring our visitors and helping them to learn more about their place in an interesting and enjoyable way. Room Guides also play a valuable part in safeguarding our interiors and collections.</td>
</tr>
<tr>
<td><strong>This role will suit people who...</strong></td>
<td>Have an enthusiastic and friendly manner, enjoy meeting people, like operating as part of a team and who are keen to learn.</td>
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<table>
<thead>
<tr>
<th>Role</th>
<th>Museum of Childhood Room Guide</th>
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<tr>
<td><strong>When</strong></td>
<td>Weekdays – one day a week where possible</td>
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<tr>
<td><strong>What’s involved</strong></td>
<td>Room Guides have a vital role to play in bringing National Trust places to life, for inspiring our visitors and helping them to learn more about their place in an interesting and enjoyable way. Room Guides also play a valuable part in safeguarding our interiors and collections.</td>
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<tr>
<th>Role</th>
<th>Raffle Ticket Seller</th>
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<td><strong>When</strong></td>
<td>Weekdays – one day a week where possible</td>
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<td><strong>What’s involved</strong></td>
<td>Raffle Ticket Sellers sell Raffle Tickets on property to raise money for a variety of projects on the property, while providing a friendly and warm welcome for all visitors/customers.</td>
</tr>
<tr>
<td><strong>This role will suit people who...</strong></td>
<td>Have a friendly and helpful nature, are confident about handling cash and happy to promote sales.</td>
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<tr>
<th>Role</th>
<th>Welcome Volunteer</th>
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<td><strong>When</strong></td>
<td>Weekdays – one day a week where possible</td>
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<tr>
<td><strong>What’s involved</strong></td>
<td>‘Welcome Volunteers’ provide a warm welcome for all visitors, answer any immediate, questions, help them to orientate themselves and generally give them the information they need to ensure they have a comfortable, enjoyable and memorable visit. As a ‘Welcome Volunteer’, you will operate in front of the pay barrier and will be the first point of contact for visitors. Besides providing an informative and cheerful welcome you will also offer practical advice and hand out leaflets and notices.</td>
</tr>
<tr>
<td><strong>This role will suit people who...</strong></td>
<td>Enjoy meeting new people, are confident and outgoing and like helping others.</td>
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<tr>
<td>Role</td>
<td>Volunteer Catering Assistant</td>
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<tr>
<td><strong>When</strong></td>
<td>Flexible to suit needs of volunteer – Opportunities available 7 days a week.</td>
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**What’s involved**

To help us ensure that all visitors to Sudbury Hall tea rooms receive the highest possible standards of service in a friendly and welcoming environment. To provide an efficient catering service to customers, serving and presenting all items in compliance with National Trust standards and statutory legislation.

**This role will suit people who…**

Enjoy dealing with the public, are passionate about customer service and enjoy being part of a team.

<table>
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<tr>
<th>Role</th>
<th>Learning Volunteer (Schools)</th>
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<tbody>
<tr>
<td><strong>When</strong></td>
<td>Term time only throughout the week</td>
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**What’s involved**

Learning Volunteers help to run education programmes for school and further/higher education visits, working as part of a team to support property-led sessions with groups of children and young people. Education groups are an important link with the local community and you will help make sure their visits are enjoyable and memorable.

**This role will suit people who…**

enjoy working with children and have an enthusiastic and friendly nature with a talent for communicating with all age groups on a range of subjects and disciplines. A willingness to learn new skills, flexibility and reliability are also highly desirable.

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<tr>
<th>Role</th>
<th>Volunteer administration Assistant</th>
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<tr>
<td><strong>When</strong></td>
<td>Tuesdays, Saturdays and Sundays</td>
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**What’s involved**

Admin Assistants help out in the property office, providing administrative support for all departments and dealing with telephone and email enquiries.

**This role will suit people who…**

are well organised with a friendly and helpful nature and who enjoy being part of a team. Good IT skills would be helpful too. You may be privy to sensitive information and personal details so confidentiality is paramount.

<table>
<thead>
<tr>
<th>Role</th>
<th>Visitor Reception Volunteer</th>
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<tr>
<td><strong>When</strong></td>
<td>Flexible</td>
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**What’s involved**

A ‘Visitor Reception Volunteer’ provides a warm and friendly welcome to all visitors to the property, encouraging more visits by engaging with people when they arrive and leave. This role will inform visitors of what there is to do here, answer queries and process member and admission tickets. You will also promote the benefits of National Trust membership and visits to other properties in the area.

**This role will suit people who…**

are well organised with a friendly and helpful nature and who enjoy being part of a team. Good IT skills would be helpful too. You may be privy to sensitive information and personal details so confidentiality is paramount.
How to apply

To apply to volunteer at Sudbury Hall please complete the registration form sent with this information pack. If you need more information about the volunteer roles available, would like to talk about the registration form, or need the information in a different format please contact the property. The contact details can be found on the back page of this booklet. Should you need any additional space to answer any of the questions, please use a blank sheet of paper and attach this to the application form.

Shortly after receiving your completed application form, a member of our volunteer recruitment team will be in touch to arrange a time to meet with you to discuss volunteering further. All volunteers need to have two references in place before they can begin.

Do you have skills or interests that aren’t covered here? We would love to hear from you. Please get in touch to discuss volunteering further.
Sudbury Hall and the Museum of Childhood
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Derbyshire
DE6 5HT

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Email: sudburyhall@nationaltrust.org.uk
Web: www.nationaltrust.org.uk/sudbury-hall-and-museum-of-childhood