Sutton House is the oldest home in East London with Tudor halls; an 80s squatter’s bedroom; a tea room; a playful Breaker’s Yard garden and much more. We have an award-winning, cross-curricular schools programme and you’ll be helping us make it even more successful. You’ll be trained to teach groups of visiting school children on many different subjects, from Bug homes to Tudors to Creative Writing. You will help us promote our school sessions through phone calls, emails, meetings with teachers and assemblies. We’ll also show you what excellent volunteer management looks like and you’ll use your new skills to help us manage our brilliant team of volunteers by creating rotas, newsletters and recruiting more volunteers from the local community.

<table>
<thead>
<tr>
<th>What you will deliver</th>
<th>Our values and behaviours</th>
</tr>
</thead>
<tbody>
<tr>
<td>It’s about being an excellent teacher. You’ll help us spark the imagination of local children by delivering school workshops in our historic rooms and Breaker’s Yard garden.</td>
<td><strong>Think Long Term</strong>&lt;br&gt; We look after special places for people for ever. We’re dynamic, far-sighted and ready to lead for the long term. We behave in a sustainable way, reducing our impact on the environment and spending wisely to make sure we have the financial security to look after special places for ever. We keep things simple and are imaginative about finding better ways to do things.</td>
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<tr>
<td>It’s about managing volunteers. You’ll be helping us to create volunteer rotas, newsletters and thank you events. You’ll help to make sure our volunteers are involved in all aspects of our work.</td>
<td><strong>Love Places</strong>&lt;br&gt;We love special places. We all value special places and the role they have in people’s lives. We understand and keep their spirit alive, conserving our natural and cultural heritage for generations to enjoy. We celebrate the distinctiveness of our places, keeping them honest and authentic, not uniform, fake or unloved. We are all ambassadors for the Trust, promoting the importance of special places and the experiences they offer.</td>
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<tr>
<td>It’s about being an advocate for Sutton House to local schools. You’ll ensure teachers know what we have on offer and that they visit with their classes.</td>
<td><strong>Inspire People</strong>&lt;br&gt;We inspire people to love special places. We’re warm, welcoming and actively part of the communities around us. We encourage and listen to other people’s views, needs and suggestions and we exceed people’s expectations with our positive ‘can-do’ attitude. We thrive by involving people in what we do, inspiring them to share our passion for special places.</td>
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<tr>
<td>It’s about being a team player. You’ll be part of our regular property meetings, be a key holder and help us to manage the house on a day to day basis. You’ll get a chance to see what all aspects of running a historic house, visitor attraction and community space look like.</td>
<td><strong>Share our Common Purpose</strong>&lt;br&gt;We work together to look after special places for ever, for everyone. We trust and empower each other to make the right decisions, working collaboratively and at pace. We build effective relationships, learning from each other and promoting simplicity, fairness, innovation and learning. As we work towards achieving our common purpose we’re clear on what we’re accountable for, making decisions within agreed frameworks.</td>
</tr>
<tr>
<td>It’s about volunteer recruitment. You’ll help us to recruit, induct and train new volunteers across a number of roles, from Front of House to Volunteer Management.</td>
<td>It’s about excellent visitor experience. Whether our visitors are school children, families, volunteers or paying visitors you’ll make sure they have a Very Enjoyable time with us and recommend us to their friends.</td>
</tr>
</tbody>
</table>
Knowledge, skills & experience needed

Knowledge:
- No formal qualifications are required for this role

Skills:

Essential
- The ability to develop good written and verbal communication skills including presenting in front of a class of school children and their teachers.
- Ability to work independently
- The potential to develop initiative
- Ability to take on a certain level of responsibility
- A willingness and desire to learn
- Basic computer skills
- Ability to develop effective time management skills
- Understand how to keep others safe when working with children and other vulnerable groups
- Flexibility and willing to accept change
- Able to work in a team

Desirable:
- Existing ability to talk enthusiastically and engage children

Experience:
- No experience is required for this role as it will be a training opportunity