

Family Events Volunteer Role Profile



Role Purpose

We hold many different activities and events throughout the year here at Ness Botanic Gardens. Our volunteers are a valuable part of our team assisting in the preparation and delivery of these events.

Roles and Responsibilities

Our Events Volunteers have a very varied role assisting with the many different events throughout the year for families.

Volunteers will be required to help with preparing for events by:

- Developing props and materials prior to the event.
- Advertising events both by poster distribution and via social media.
- Setting up (and tidying away) for events.

Volunteers will be required to help out at a variety of family events which will entail:

Work with Education Supervisor/Education Assistant

- Engaging with visitors of all ages and abilities, helping families access the hands-on activities provided.
- Assisting staff at off-site events such as horticultural shows, school fairs, and community events.
- Obtaining permission forms for any photographs taken.
- Take photographs during a variety of events.
- Taking names at the door.
- Request feedback and pass this on to staff.

Experience/Education/Skills of Volunteers

- Ideally, experience working with children or families is preferred.
- You will need to have excellent communication skills and be able to communicate with people of all ages and abilities.

With regards to time commitment, this position doesn't require a weekly commitment from our volunteers. A Families Events Volunteer may commit to helping as much as they are able to by responding to as many or as few opportunities as they like from those which are advertised. Typically family events are run during school holidays.

Expectations of Volunteer

- Volunteers need to have an ability to show initiative.
- You must be willing to undertake a variety of tasks.

- A sense of humour is always welcome.
- All volunteers should be willing to support the aims of Ness Botanic Gardens.
- You must be friendly, approachable and polite to all visitors.
- You must be willing to work as part of a team.
- You will need to be reliable and punctual.
- Volunteers will be required to undertake all training offered including (but not limited to) induction, GDPR, and manual handling training.

Expectations of Staff

- Provide an enjoyable environment for volunteers to work
- Provide training when necessary
- Provide ongoing support for all volunteers
- Volunteers will be supervised by Rose Froud. All questions/queries should be taken to her in the first instance and will be addressed in a confidential manner.

Health and safety responsibilities: The volunteer will be provided with a risk assessment for any event at which they volunteer. They will be responsible for their own health and safety and that of those with whom they volunteer. The volunteer will not work unsupervised with children or vulnerable adults.

We have a legal responsibility to ensure that you have the right to volunteer in the UK before you can start volunteering for us. If you do not have the right to volunteer in the UK already we will not be able to progress your interest any further.

When a volunteering opportunity arises, an email will be sent out to the Family Event Group.