

## Role profile: Heritage volunteer



### Role Purpose

Ness Botanic Gardens has a rich history stretching back over 125 years and we would like to share this history more clearly with our visitors.

We are particularly keen to capture memories and stories from all of those who have visited or been linked to the gardens.

These memories and stories will be collated and used for a future project, which may take the form of a physical or online exhibition or other interpretive activities and materials.

### Roles and Responsibilities

The Heritage volunteer will:

- Contact individuals linked to Ness and ask them to respond to an agreed list of questions, recording their responses.
- File and store responses in an appropriate manner.
- Recording in person interviews.
- Identify and contact individuals who may wish to take part in the project.
- Develop content for interpretative materials and activities.

### Experience/Education/Skills of Volunteers

- An understanding of the importance of history and heritage.
- Good social skills.

### Time commitment

Visit the gardens monthly to meet with staff and updated on progress. More frequent attendance is welcomed, although monthly would be considered the minimum requirement.

Attendance at events or to meet individuals visiting Ness as appropriate.

At least four hours per month to contact individuals and collate responses.

We have hot desk spaces that you are welcome to use, or this can be done offsite.

### Expectations of Volunteer

- Volunteers need to have an ability to show initiative.
- You must be willing to undertake a variety of tasks and work flexibly.
- All volunteers should be willing to support the aims of Ness Botanic Gardens.
- You must be friendly, approachable and polite to all.
- 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 and enjoyable environment for volunteers to work
- Provide training when necessary
- Provide ongoing support for all volunteers
- Volunteers will be supervised by Ellie Hill. 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.