

Education practical support Volunteer Role Profile

Role Purpose

Our Learning and Engagement team run a range of family activities and events throughout the year. An education practical support volunteer will help with the set up and preparation of these events.

Roles and Responsibilities

An education practical support volunteer will help with:

Family trails

- Lifting and loading items into trolleys or vehicles
- Inserting signs into the ground using hammers
- Working at height, using ladders to fix props in trees or on buildings
- Being an extra pair of hands when installing large props into location.

Prop development

- Carpentry work for prop development
- Creating signs- using the jigsaw to cut out shapes to use for signage around the garden
- Making planters for school groups and educational groups to use

Experience/Education/Skills of Volunteers

- Ideally, experience working with wood and within a workshop
- Able to work outdoors
- Problem solving skills
- Practical skills and experience using tools

Time commitment

We are happy to discuss a working pattern.

For any jobs that require the use of the workshop a set day is preferable.

We do family trails each school holidays, there will be set days throughout the year when we set up for these. These can be communicated in advance.

Expectations of Volunteer

- Complete relevant training
- Read and adhere to risk assessments related to the tasks they are carrying out.

- Volunteers need to have an ability to show initiative.
- You must be willing to undertake a variety of tasks.
- 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, working at height training, manual handling training, training for equipment in the workshop.

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 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.