

Sevendroog Castle

Building Preservation Trust

Email: volunteer@sevendroogcastle.org.uk

SCBPT Admin Volunteer

Role	Admin Volunteer
Purpose	To support the Severndroog Castle Preservation Trust (SCBPT) with day to day administration of the castle.
Background	Sevendroog Castle is a unique 18 th Century Grade 2* listed folly tower in the Shooters Hill Woodlands, South East London. The Castle was built in 1784 by Lady James of Eltham as a memorial to her husband, Sir William James, who died in 1783. The building was closed to the public in 1988 and has been unoccupied ever since. The building was opened to the public in July 2014 and SCBPT continues to work towards securing the future of the building through community and commercial activities. The organisation is largely volunteer run so your contribution not matter how big or small is essential.
Role Description	To assist the Heritage Manager in the day to day administration of the castle. You will help the building to run smoothly and produce high quality visitor experience.
Report to	Heritage Manager and Volunteer Event Co-ordinator
Time commitment	Times and days to be agreed with Heritage Manager. You will be needed for a minimum of 3 months to open-ended support. We are flexible on what each person commits but would love one day a month from each volunteer.
Location	Sevendroog Castle or at home
Tasks	<ol style="list-style-type: none">1. Collect and collate Visitor feedback2. General day to day admin create rotas, daily sheets, filling3. Answer telephone and email enquires from info@ and volunteer@4. Data entry5. Update volunteer adverts6. Help manage the calendars7. Checking references8. Organizing interviews9. Purchasing Office supplies10. Take part in the occasional organized leaflet drops <p>These are examples of tasks but it is possible to only take on one or two of these tasks depending on how much time you can commit.</p>

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Skills	<ul style="list-style-type: none">• Friendly and approachable• Good communications skills & a good level of spoken English• Happy to work independently or as part of a team• Organized and takes initiative• Ability to adhere Health and Safety policy at all times
How to apply	Fill out application form