

Severndroog Castle

Building Preservation Trust

Email: volunteer@severndroogcastle.org.uk

SCBPT Education Assistant Volunteer

Role	Education Assistant Volunteer
Purpose	To support the Severndroog Castle Preservation Trust (SCBPT) with family activities and school visits.
Background	Severndroog 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	We are looking for a team of Education Assistant Volunteers to help our Volunteer Education Co-ordinator deliver and run our education programme for schools, families and community groups.
Report to	Heritage Manager and Volunteer Education Co-ordinator
Time commitment	Times and days to be agreed with Heritage Manager. Family activities take place on the first Sunday of each month and more frequently during school holidays. School visits take place on Wednesdays, Thursdays and Fridays. You can volunteer 2-6 hours a month. We need people to run sessions and assist with sessions. If you would prefer to assist rather than run sessions indicate this on the application form
Location	Severndroog Castle
Tasks	School and Family Workshops <ul style="list-style-type: none">• Welcome and provide information to school groups and families• Send out visit paperwork• Help to prepare resources for school visits and family workshops• Guide and monitor groups around the building• Advise group leaders about the location of toilets and other facilities• Lead or assist with activity sessions and tours for small groups

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	<p>of children</p> <ul style="list-style-type: none">• Use and look after resources and equipment used for school visits and family activities• Be hands on with craft activities• Arrive before the school group or family groups to set up the castle• Set up activities• Assist with clearing the castle after the visit• Move heavy boxes, tables and other equipment may be required
Skills	<ul style="list-style-type: none">• Friendly and approachable• Experience of successfully working with children, young people or educational groups• 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 volunteer@severndroogcastle.org.uk