

Severdroog Castle

Building Preservation Trust

Email: volunteer@severdroogcastle.org.uk

SCBPT Event Volunteer

Role	Event Volunteer
Purpose	To support the Severdroog Castle Preservation Trust (SCBPT) to run events
Background	<p>Severdroog Castle is a unique 18th 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.</p>
Role Description	<p>Would you love to volunteer but don't have the time to make a regular commitment? We run an exciting programme of 'one-off' events for which we need volunteers to help. No experience is necessary just lots of enthusiasm and a 'hands on' approach.</p> <p>Your role will be to liaise with the public, suppliers and internal staff to ensure the smooth running of our activities.</p> <p>Help us greet people at the door, serve refreshments, direct people within the building and the grounds, manage the crowds. Setting up the spaces for events - there will be chairs and tables to be moved.</p>
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	Severdroog Castle
Tasks	<ul style="list-style-type: none">• Volunteers will be required to invigilate all the spaces within the castle and on the grounds.<ul style="list-style-type: none">• Assisting with crowd control – ensuring that the numbers of visitors in the space at any one time are maintained at a safe level.• Assisting in running the box office• Give out information to the public about the event and the

Sevendroog Castle

Building Preservation Trust

Email: volunteer@severndroogcastle.org.uk

	<p>building</p> <ul style="list-style-type: none">• Take part in the occasional organized leaflet drops• Help to set up spaces for events
Skills	<ul style="list-style-type: none">• Friendly and approachable• Experience of successfully working with a variety of people• 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