



WADDESDON

Thank you for your interest in volunteering at Waddesdon Manor.

Our varied and rewarding volunteering opportunities play an integral part in enhancing and ensuring a positive visitor experience for everyone.

Please find following a profile for the role of

Education Assistant

Reporting to:	Sarah Dewberry, Education & Learning Manager
Department:	Visitor Services
Based at:	Main House
Purpose of this role within Waddesdon Manor:	To assist with the running of our Education Programme and our regular family events held throughout the year.
Key elements of this role you could expect to undertake or be asked to do:	<p>SCHOOL VISITS</p> <ul style="list-style-type: none"> • Help prepare for school visits, setting up of equipment and materials. • Walking with the group around a tour of the house, guiding from stables to house and back again, the walk may also include gardens. • Support the Education Learning Manager in the delivery of workshops. • Run an activity for small groups of children (arts and crafts, writing etc) • To help and encourage children of all ages and abilities to take part and explain how to undertake various activities • Help provide supervision and safety of students of all ages and abilities whilst on site. • To encourage visitor feedback • To help with tidying up after school visits. <p>FAMILY EVENTS</p> <ul style="list-style-type: none"> • Help prepare for busy family events, setting up of equipment and materials. • Be prepared to be very hands on with busy activities and supporting the Education team throughout the day as and when they might need. • Help provide supervision and safety of students of all ages and abilities whilst on site. • Be willing to chat to parents and children during events. • To help and encourage visitors of all ages and abilities to take part and explain how to undertake various activities. • To encourage visitor feedback. • To help with tidying up after family events.
You will be working with:	Sarah Dewberry, Education and Learning Manager and Amy Williams, Education and Learning Officer.
Who would be good at this role?	
<i>We ask that all our volunteers have an interest and enthusiasm for Waddesdon Manor and the work of the National Trust. Particular person attributes needed for this role are: An enjoyment of being around and working with children and families. A calm, unflappable manner during a busy demanding event. This role does involve walking and standing. For all roles which involve working with children/or vulnerable adults we may request an enhanced CRB Check. Essential (E) and Desirable (D)</i>	
Presentation and Impact	E Well presented, approachable.
Education, Qualification, Special Skills	D Previous experience of working with children desirable, although not essential. Interest in the history of Waddesdon Manor and sharing this with others.
Work Experience	D Previous experience of working with the public would be useful.

Motivation and Aptitude	E	Reliable with very good time keeping.
Disposition and Personality	E	Positive, ability to relate well to all types of people, enjoy working as part of a team, good communication skills, confident in engaging with members of the public, enthusiastic about working with children.
Training and Induction given:		Shadowing of Education Team during educational visits and informal workshops.
Anticipated Time Contribution:		Ideally a minimum of 1 day per week, times are 10am – 2.30pm. Increased days around school holiday times – February, May, October half terms, and August holidays for example.
Lunch breaks and comfort breaks:		Lunch break of up to 1 hour during school visits and special events.
Safety equipment supplied (if appropriate):	n/a	
Benefits of volunteering for the National Trust At Waddesdon		
After you have amounted 50 volunteer hours you will be awarded a National Trust Volunteers card offering you the following discounts:		
<ul style="list-style-type: none"> ▪ Free entry into National Trust properties (or free entry for another person if the card holder is already a NT member) ▪ 20% discount to volunteer card holders on National Trust Membership ▪ 20% off in Waddesdon's Retail Shops ▪ 10% off in Waddesdon's Wine Shop ▪ 20% off most Waddesdon ticketed events (some exclusions may apply) ▪ *Up to 35% off National Trust Holiday Cottages ▪ *Up to 30% off at National Trust Historic House Hotels ▪ 20% off at National Trust's online shop ▪ 20% discount on orders from National Trust Prints ▪ 20% discount on Fired Earth paints ▪ Jacques, inventors of games! 25% discount off all games, chess, ping pong, Ludo, Croquet etc. Offer available until April 2015 ▪ 10% discount on Saltrack products online ▪ 20% off a selection of Virgin Experience Days ▪ 25% discount off paving and garden artefacts from the National trust Landscape Collection at Westminster Stone. ▪ National Trust Theatre Club – this theatre club offers discounts and special offers for many West End musicals and plays. ▪ Free membership of Waddesdon's Staff Choir 		
*all discounts are subject to availability		
Expenses:		Reimbursement of travel costs between home and Waddesdon Manor in the form of a mileage claim (33p per mile).
In addition:		Our Volunteer Community are very important to us and we like to get them all together when we can. We host summer BBQs, an annual day trip, coffee mornings and are always open to ideas and suggestions on keeping the community thriving and involved.

The list of duties is not exhaustive and Waddesdon reserves the right to amend this list within reason according to the needs of Waddesdon Manor. For all our volunteer positions we have a formal selection process. All these arrangements are binding in honour only and are not intended to be legally binding