

Title	Family Activity Volunteer
<i>Report to</i>	<p>Jo Stevenson - Community Gardener (leads outdoor activities) Or Chris Hefferman – Events Manager (leads indoor activities)</p> <p>We will let you know who your volunteer line manager is.</p>
<i>Key internal contacts</i>	<p>Jo Stevenson, Community Gardener – Coordinates the groups and volunteers who spend time in the Community Garden and plans/maintains the growing spaces there including the greenhouse.</p> <p>Chris Hefferman, Events Manager – Manages paid and added-value events including seasonal events e.g Christmas.</p> <p>Siobhan Goodwin, Community Engagement Manager – senior manager leading community engagement activity including volunteering recruitment and training.</p> <p>Gemma Palmer, Community Engagement Assistant – co-ordinates volunteer recruitment and training, helps other teams to recruit and support volunteers.</p> <p>Gardening team (for outdoor Nature Ninjas) – James Cross (Head Gardener), Rob Hole, Jess Orr, Tracey Ayres, Megs Walters and Jo Stevenson (Community Gardener) – lead, support and train gardening volunteers.</p> <p>Visitor Experience team (for indoor events)</p> <p>Duty Manager – for any issues when the Palace and Gardens are open to the public.</p>
<i>Purpose of role</i>	To support the Bishop's Palace in running welcoming family activity events e.g Nature Ninjas in the Community Garden or indoors family activities in the Palace Building.
<i>Key tasks – What the Palace Trust expects from Community Garden Events Volunteers</i>	<ul style="list-style-type: none"> Help set up and pack away family events which generally involves craft-based activities. Help to welcome families and run the event – providing a warm welcome and friendly, practical assistance to make families feel relaxed and enjoy being at the Palace – either inside the Palace or outdoors. Be a positive advocate for the Bishop's Palace and promote additional services and events, the Bishop's Table café and the

	<p>shop, as well as other ways of getting involved (e.g. volunteering and fundraising).</p> <ul style="list-style-type: none"> • Attend training and briefing meetings as required.
<i>Anticipated time contribution</i>	<ul style="list-style-type: none"> • Regular family activities are held every Thursday in the school holidays. It is expected that if this is your only BP volunteer role that you will be available to contribute half day shifts to approximately half of these across the year. Many family activity volunteers also hold another voluntary role at the Bishop's Palace and Gardens. • Aim to support for half day 'shifts' approximately 10.45 - 1 or 1 - 3.15pm. Some events may have different timings • In addition to the regular holiday activities you may be asked if you are able to volunteer at ad hoc events at other times through the year.
<i>Additional information</i>	<ul style="list-style-type: none"> • Family Activity Volunteers should be dressed in practical clothes and footwear and if outdoors at Nature Ninjas, clothing suitable for the season as this role involves being outside for the majority of the time. • A variety of tasks are available to suit volunteers' needs so that everyone can contribute in a meaningful and satisfying way. Please discuss any specific support needs with the Community Gardener or Events Manager.

For more information contact:

Jo Stevenson
Community Gardener
Jo.Stevenson@bishopspalace.org.uk

Or

Chris Hefferman
Events Manager
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