

Education Assistant Role Description

Tasks:

We are looking for volunteers to help the Heritage Education Officer prepare events for school parties. This may include running small activities and workshops with groups of children.

Experience/Skills:

Knowledge of local history and previous experience of working with children would be an advantage, although not necessary as training will be provided.

Time commitment:

It would be helpful if volunteers could be available in a regular morning or afternoon “slot” once a week, but we can be flexible about this.

Support:

Volunteers will receive a review after their first three months as a volunteer, and then an annual review with the Heritage Education Officer. They will also be encouraged to take part in regular one-to-one feedback sessions. These will provide the volunteer with an opportunity to raise any issues or concerns about their role.

Volunteers will receive child protection, customer service and local history training.

Benefits to volunteer:

Increased knowledge of local history

Opportunity to work in a friendly and supportive environment

Regular social events