Volunteer role description

**Title:** Outdoor Learning Support Volunteer

**Accountability: Community Engagement Officer**

**Hours:** As agreed with CEO

**Location:** Eling Tide Mill, Eling Lane, Eling, SO40 9HF.

Purpose of role:

To support the interpretation of the Eling Tide Mill Experience and add to visitor enjoyment and learning by delivering/leading activities with a range of visitors.

The outdoor area is a key part of the Eling Tide Mill Experience and this role is vital in ensuring visitors who attend such events are engaged, well looked after and have a positive visit.

Co-operate with colleagues to facilitate the smooth running of the Tide Mill, Visitor Centre and External Walks.

You should have excellent communication and interpersonal skills and be able to forward plan and be adaptable.

Role and responsibilities:

1. Lead discovery learning activities with a range of visitors eg families, schools, adults group of children and young people.
2. Support the aims and visions of the ETME.
3. Actively promote the Eling Experience to new and returning visitors.
4. To check the List of Tasks for volunteers on each visit and carry out as many as is practical/possible that shift.
5. Comply with the Council’s Health & Safety policy ensuring that you, your colleagues and visitors’ HASAW needs are met.
6. To participate in the induction and any other relevant training.
7. To adhere to the Volunteer agreement, and Volunteer Policy.
8. To comply with, and implement, the Equal Opportunities Policy and procedure, together with all other agreed policies and procedures of the Totton & Eling Town Council.

Helen Robinson

Eling Experience Manager

October 2019