



**PROVAN HALL COMMUNITY MANAGEMENT TRUST**

**Volunteer Role Description**

Role Title:	Outreach Volunteer
Responsible to:	Community Engagement and Volunteer Coordinator
Where (Location):	Provan Hall, Auchinlea Road, Glasgow, G34 9PQ
Time commitment:	Part-time, flexible, to be agreed with Volunteer Coordinator
Role description:	<p>Provan Hall Community Management Trust is looking for volunteers to engage local communities with the work of Provan Hall, a late medieval building that has recently undergone a £2m restoration. This outreach will involve speaking with the public and schools and aims to generate interest in Provan Hall.</p> <p>The volunteer will advocate for the Trust and provide engaging, accessible, well-researched information, that informs people about how they can get involved in activities or as visitors to Provan Hall.</p> <p>The Trust aims to support volunteers to gain new skills, knowledge, experience, and to meet new people. The role is flexible.</p> <p>The Trust provide training and covers reasonable volunteer travel expenses.</p>
Main tasks:	<ul style="list-style-type: none"> <li>• Learn about Provan hall’s history and current aims</li> <li>• Share information with the public (and potentially schools) about how they can get involved in activities, volunteering, events or visiting Provan Hall.</li> <li>• Engage with communities in a friendly, open manner</li> <li>• Follow the Trust’s Safeguarding and Equality, Diversity and Inclusion policies</li> <li>• Represent the Trust to stakeholders</li> <li>• Advocate for the Trust and Provan Hall’s services and activities</li> <li>• Support new outreach volunteers and share knowledge and experience with them.</li> </ul>



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Qualities required for this role:	No qualifications or previous experience is required. Valuable qualities for the role include the ability to memorise information, interpersonal communication skills, and confidence communicating with others.
Training and support available:	The Trust will provide information, training, and relevant materials and will cover reasonable travel expenses.
PVG or other Disclosure checks required for this role:	Unlikely. Only necessary if doing regular work with protected groups.
Extras/benefits of volunteering in this role	Learn, meet new people, build skills, experience and confidence, and increased wellbeing through community connection.
Recruitment process:	This will involve an informal interview and interview questions will be sent out in advance so there are no surprises!
Date role created:	16.11.2022