**PROVAN HALL COMMUNITY MANAGEMENT TRUST**

**Volunteer Role Description**

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| Role Title: | Volunteer Museum Steward |
| 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: | Provan Hall Community Management Trust is looking for volunteers to be Museum Stewards in Provan Hall, a late medieval building that has recently undergone a £2m restoration. The steward will interact with the public, schools and private groups, usually on weekends. They will welcome visitors, provide guidance and support when needed, answer visitor enquiries, help with way-finding and alerting staff to any maintenance or security issues that may arise.  The Trust aims to support volunteers to gain new skills, knowledge, experience, and meet new people. The role is flexible.  The Trust provide training and cover reasonable volunteer travel expenses. |
| Main tasks: | * Assist staff in welcoming visitors throughout the museum, visitor centre, and exhibition space * Ensuring every visitor has a positive experience * Provide information and direct visitors as required * Gain and share an understanding of Provan Hall’s history (training provided) * Ensure Provan Hall is clean and tidy * Promote public understanding of Provan Hall * Help with museum and exhibition activities * Alert staff to any maintenance issues within Provan Hall * Develop an understanding of access needs of visitors within the Provan Hall |
| Qualities required for this role: | No qualifications or experience required. Valuable qualities include friendliness, good communication skills, enjoying interacting with the public, positive customer service skills, an interest in history. |
| Training and support available: | The Trust will provide a building induction, an introduction to the history of Provan Hall, training, 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 and informal interview and interview questions will be sent out in advance so there are no surprises! |
| Date role created: | 16.11.2022 |

**PROVAN HALL COMMUNITY MANAGEMENT TRUST**

**Volunteer Role Description**

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| Role Title: | Exhibitions 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: | Provan Hall Community Management Trust is looking for volunteers to support our exhibitions programme at Provan Hall, a late medieval building that has recently undergone a £2m restoration. We aim to have a new exhibition every 3 months and need support. This could involve preparing interpretation panels, images, setting up and taking down exhibitions.  Exhibitions will be open to the public and aim to engage the public with the history of Provan Hall and the wider area.  The Trust aims to support volunteers to gain new skills, knowledge, experience, and meet new people. The role is flexible.  The Trust provide training, a script, and cover reasonable volunteer travel expenses |
| Main tasks: | The role can include one or more of the following, and you can decide your responsibilities in discussion with the Volunteer Coordinator   * Researching exhibition topics and/or drawing on existing research * Preparing short, written interpretation for heritage panels in simple, accessible, family friendly language * Identifying images (ideally high resolution and not under copyright) for exhibitions * Taking photographs for exhibitions * Helping set up / take down exhibitions |
| Qualities required for this role: | No qualifications or previous experience is required. Valuable qualities for the role include an interest in local history, the ability to write in accessible language (training will be given), to meet deadlines, work with others, and communication skills. |
| Training and support available: | The Trust will provide an induction, some research materials, equipment (e.g. camera, pen and paper), training, 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 and informal interview and interview questions will be sent out in advance so there are no surprises! |
| Date role created: | 16.11.2022 |

**PROVAN HALL COMMUNITY MANAGEMENT TRUST**

**Volunteer Role Description**

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| Role Title: | Volunteer Heritage Researcher |
| 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: | Provan Hall Community Management Trust is looking for volunteers to research the history of Provan Hall, a late medieval building that has recently undergone a £2m restoration, and the local Easterhouse area. This research may be used in heritage publications (print, digital, leaflets, guide books etc.), tour guide scripts, and/or for exhibitions, activities and promotion of Provan Hall.  This research aims to provide engaging, accessible, accurate interpretation that informs the public, schools and private groups about the history of Provan Hall.  The Trust aims to support volunteers to gain new skills, knowledge, experience, and meet new people. The role is flexible.  The Trust provide training and cover reasonable volunteer travel expenses |
| Main tasks: | Can include one or more of the following depending on volunteer interest and availability:   * Research the history of Provan Hall and the surrounding area * Pull together accurate information from research resources into a manageable form * Keep track of sources for information and images * Keep track of copyright regarding images   And/or   * Prepare tour guide script material * Prepare material for digital publication * Prepare print publication material * Prepare material that could be put to a range of uses including for activities, promotion etc. |
| Qualities required for this role: | No qualifications or previous experience is required. Valuable qualities for the role include an interest in local history, the ability to tell apart accurate and false/unreliable information, and written English communication skills. |
| Training and support available: | The Trust will provide an induction, training, some research materials, and will cover reasonable travel expenses where travel to and from Provan Hall is required. |
| 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 and informal interview and interview questions will be sent out in advance so there are no surprises! |
| Date role created: | 16.11.2022 |

**PROVAN HALL COMMUNITY MANAGEMENT TRUST**

**Volunteer Role Description**

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| Role Title: | Conservation and/or Gardening |
| 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: | Provan Hall Community Management Trust is looking for volunteers to maintain and improve the gardens and grounds aroud Provan Hall, a late medieval building that has recently undergone a £2m restoration. The gardens will be open to the public, schools, and groups, usually on weekends. This is an opportunity to learn about and contribute to the area’s natural heritage in a unique and exciting space.  The Trust aims to support volunteers to gain new skills, knowledge, experience, and meet new people. The role is flexible.  The Trust provide training, equipment, and cover reasonable volunteer travel expenses. |
| Main tasks: | Tasks will vary but could include:   * Growing flowers, herbs and produce that would have been used in Provan Hall’s historic kitchen. * Planting, pruning, cataloguing seeds, establishing boundaries. * Sharing skills and knowledge with volunteers and visitors. * Weeding plant beds and removing invasive trees * General tidying of our garden areas * Litter picking * Recording wildlife that you observe * Maintenance of outdoor spaces |
| Qualities required for this role: | No qualifications or previous experience is required. Valuable qualities for the role include a willingness to get stuck in and an interest in conservation and/or gardening. Experience is valuable but not necessary. |
| Training and support available: | The Trust will provide equipment, training, and will cover reasonable travel expenses. |
| PVG or other Disclosure checks required for this role: | No. |
| Extras/benefits of volunteering in this role | Learn, meet new people, enjoy the outdoors, build skills, experience and confidence, and increased wellbeing through community connection. |
| Recruitment process: | This will involve an informal chat following the completion of this form and an induction before you begin. |
| Date role created: | Saskia McCracken (Community Engagement and Volunteer Coordinator) [saskia@provanhall.org](mailto:saskia@provanhall.org) |

**PROVAN HALL COMMUNITY MANAGEMENT TRUST**

**Volunteer Role Description**

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| Role Title: | Volunteer Tour Guide |
| 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: | Provan Hall Community Management Trust is looking for volunteers to give guided tours of Provan Hall, a late medieval building that has recently undergone a £2m restoration. These guided walks are offered to the public, schools and private groups, usually on weekends. These tours these generate income to support the running of Provan Hall.  The walks aim to provide engaging, accessible, well-researched information, that teaches people about the history of Provan Hall.  The Trust aims to support volunteers to gain new skills, knowledge, experience running tours, and meet new people. The role is flexible.  The Trust provide training, a script, and cover reasonable volunteer travel expenses. |
| Main tasks: | * Learn the script about the history of Provan Hall (you’re welcome to contribute research, but this is not expected) * Share information with the public (and potentially schools and private groups) about the history of Provan Hall. Each guided walk will have a maximum of 15-20 people. * Become familiar with the tour routes and highlights. * Speak loud enough to ensure that all participants can hear. * Keep the group safe and not loose anyone * Keep track of tour groups through sign in sheets and feedback forms. * Support new volunteer tour guides and share knowledge and experience with them. |
| 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 a script, training, sign in sheets and feedback forms, 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 and informal interview and interview questions will be sent out in advance so there are no surprises! |
| Date role created: | 16.11.2022 |

**PROVAN HALL COMMUNITY MANAGEMENT TRUST**

**Volunteer Role Description**

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| 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: | Provan Hall Community Management Trust is looking for volunteers to ngage 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.  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.  The Trust aims to support volunteers to gain new skills, knowledge, experience, and to meet new people. The role is flexible.  The Trust provide training and covers reasonable volunteer travel expenses. |
| Main tasks: | * Learn about Provan hall’s history and current aims * Share information with the public (and potentially schools) about how they can get involved in activities, volunteering, events or visiting Provan Hall. * Engage with communities in a friendly, open manner * Follow the Trust’s Safeguarding and Equality, Diversity and Inclusion policies * Represent the Trust to stakeholders * Advocate for the Trust and Provan Hall’s services and activities * Support new outreach volunteers and share knowledge and experience with them. |
| 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 and informal interview and interview questions will be sent out in advance so there are no surprises! |
| Date role created: | 16.11.2022 |