



## PROVAN HALL COMMUNITY MANAGEMENT TRUST

### Volunteer Role Description



<b>Role Title:</b>	Heritage Engagement Volunteer
<b>Responsible to:</b>	Community Engagement and Volunteer Coordinator
<b>Where (Location):</b>	Provan Hall, Auchinlea Road, GLASGOW, G34 9PQ
<b>Time commitment:</b>	<p>Part-time, flexible, to be agreed with Volunteer Coordinator</p> <p>The site is open to the public Thursday – Sunday from 10am – 4pm. We are looking for volunteers to support staff during opening hours and engage visitors with this historic house.</p>
<b>Why do you need me?</b>	<p>Provan Hall is one of Glasgow’s oldest buildings, with a history stretching back over 500 years. It recently underwent a £2m restoration, bringing its 16<sup>th</sup> century and 18<sup>th</sup> century buildings back to life, and it hosts events, community workshops, school sessions and open access for the public to discover the stories and characters of this remarkable survivor from Glasgow’s past.</p> <p>Provan Hall Community Management Trust is looking for Heritage Engagement Volunteers to support the team at Provan Hall. We are seeking enthusiastic individuals to help us provide a warm welcome to our visitors while sharing the fascinating history of Provan Hall.</p>
<b>What’s included in the role?</b>	<ul style="list-style-type: none"> <li>• Providing a warm welcome to visitors.</li> <li>• Developing a knowledge of the history of Provan Hall to confidentially answer visitor questions.</li> <li>• Help with the reception area of Provan Hall, including processing purchases from the gift shop.</li> <li>• Conservation cleaning, to help maintain the property.</li> </ul>



	<ul style="list-style-type: none"> <li>• Event set-up including moving tables and chairs and erecting gazebos.</li> <li>• Help with basic administration.</li> <li>• Support interpretation of the site through research on the former residents of Provan Hall, time periods and architecture.</li> <li>• Opportunities to develop and deliver short talks.</li> <li>• In the event of an emergency support with evacuating the building in line with emergency evacuation procedures.</li> </ul>
<b>Qualities required for this role:</b>	No qualifications are required. We are looking for individuals who are friendly and helpful, with good communication skills, enthusiasm for history and the ability to make people feel welcome!
<b>Training and support available:</b>	<p>The Trust aims to support volunteers to gain new skills, knowledge, experience, and meet new people. The role is flexible.</p> <p>The Trust provides training and covers reasonable volunteer travel expenses.</p> <p>We regularly hold volunteer trips to visit other heritage sites to gain a wider understanding of the sector.</p>
<b>PVG or other Disclosure checks required for this role:</b>	This role does not require a PVG check as it works with the general public rather than protected group; however, protection of children and vulnerable adults is a high priority for us, and we require all staff and volunteers to adhere to the highest standards of conduct when engaging with all our visitors, and especially those who may be vulnerable.
<b>Extras/benefits of volunteering in this role</b>	Learning opportunities; heritage sector experience; meet new people; build skills; gain confidence; and increased wellbeing through community connection.
<b>Recruitment process:</b>	<p>Filling out volunteer interest form, from this you will be asked to attend an informal interview. All of the questions will be sent out in advance.</p> <p>If you have any questions, email <a href="mailto:ciara@provanhall.org.uk">ciara@provanhall.org.uk</a></p>



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