

CRESWELL HERITAGE TRUST

VOLUNTEER ROLE DESCRIPTION – SEASONAL CAR PARK VOLUNTEER

PURPOSE

Creswell Crags Museum welcomes visitors from across the country, to learn about humanities shared past, climate change and prehistory. As a seasonal Car Park Volunteer, you will help us manage the flow of visitors during peak times, including marshalling the car park, litter picking around site, and assisting the public with enquiries.

REPORTS TO

Estates and Conservation Officer

WORKING CLOSELY WITH

Estates and Conservation Officer, Senior Ranger, Events & Volunteering Officer

LOCATION

Creswell Crags Museum and Prehistoric Gorge, Crags Road, Welbeck, Notts, S80 3LH

MAIN RESPONSIBILITIES AND TASKS

- Marshall the car park in busy periods, including directing cars to spaces, and keeping the car park areas clean and tidy.
- Being a friendly and informative representative of Creswell Heritage Trust.
- Various ad hoc duties, when necessary, related to the visitor experience, including tree clearance, litter picking during busy periods, and general site observation.
- Reporting any concerns related to the visitor experience or on-site safety to the Duty Manager
- Work collaboratively as part of a team of volunteers and staff.
- Attend as agreed in the volunteer rota, and to let the Volunteer Coordinator know in good time if unable to attend.
- Attend meetings, development opportunities and other duties associated with the role, when appropriate and necessary.
- Observe and implement relevant policies including Equality and Diversity, Health and Safety and Safeguarding Policies for which training will be given.

SKILLS/EXPERIENCE REQUIRED

- A willingness to learn about Creswell Crags.
- Ability to deal with basic enquiries from the public about the site.
- An enthusiasm for the centre, and its values.
- Ability and commitment to volunteer on a regular basis, including weekends.
- A co-operative approach to working with other volunteers and staff as part of a team.
- Willingness to attend training and meetings, if required.
- A commitment to supporting all visitors from across the community, and to providing additional support to those visitors who may need it.
- Ability to follow basic security procedures, for your safety and the safety of visitors and staff

PLEASE NOTE

This role requires long periods of standing and manual movement, such as bending, lifting and operating machinery under supervision.

USEFUL INFORMATION

Cause Statement: By striking at the core of what it is to be human we spark profound connections between people and planet. The deep past inspires us to leave better marks on the future.

CRESWELL HERITAGE TRUST

WHO ARE WE

Creswell Crags is one of the most important Ice Age archaeological sites in the British Isles, caves found at Creswell Crags contain Britain's first verified example of Ice Age rock art, with images of animals and symbols dating to around 13,000 years ago. More recently, a discovery of witch marks in the cave, which was later discovered to be the largest collection of its kind in the UK, has open our story up to the medieval/early modern history of Creswell and the surround.

We strive to tell the stories of our shared past, the lives they lived and animals they encountered along the way. Through a modern Visitor Centre, with small museum of artefacts, café, education rooms, facilities and a gift shop, we offer bookable cave tours and special events reflective of this history and heritage.

OUR VOLUNTEER PROMISE

Volunteers are an important and valued part of our team, and their commitment and enthusiasm recognised across the Museum. We commit to providing all volunteers with a meaningful, enjoyable and safe volunteering experience, that holds clear value for the future of the museum.

All volunteers will benefit from basic training, where necessary, to fulfil their role and take part in comprehensive induction for all new starters. Ongoing support will be available from staff responsible for the volunteer role, and the Fundraising & Community Engagement Officer, to help you grow and develop during your volunteer journey.

There will be regular volunteer meetings, including quarterly development meetings and a volunteer newsletter with news, activity and event updates. Volunteers will be reimbursed for reasonable out-of-pocket expenses for travel to the museum.

Reviewed: Louise Revill
Date: 18.05.21
Next review: 18.05.22