



ENGLISH HERITAGE

Grime's Graves Handling Collection Volunteer Role Description

Why does English Heritage need my support?

Grime's Graves is the only Neolithic flint mine open to visitors in Britain. This grassy lunar landscape of over 400 pits is of national significance, not just for its rare archaeology, but because it is set amid the distinctive Breckland Heath landscape, a designated Site of Special Scientific Interest (SSSI) and a habitat for rare plants and fauna.

As part of our ongoing work in community engagement we have created a brand-new Handling Collection of recreated artefacts to help tell the story of Grimes Graves and the lives of Neolithic and Bronze Age peoples that lived and worked there. We are looking to recruit a small team of enthusiastic Handling Collection Volunteers to help us share more of Grime's Graves' story with our local community through these objects.

How much time will I be expected to give?

This is a flexible role, and the length of each activity will differ depending upon what element you become involved with. We are happy to discuss availability with you one-on-one to find an approach to volunteering which works for us all. Whether you would like to just help out attending ad-hoc local community events, presenting to community groups, setting up promotional points or a mixture of the above.

We are looking for volunteers to help us approximately 1- 2 days a month (between 4 – 16 hours a month).

Where will I be based?

You will need to be able to attend off-site events across the Local area, roughly within 1 hour driving of Grime's Graves, Lynford, Thetford IP26 5DE.

What will I be doing?

You will be a crucial part of the Grime's Graves team, helping us reach more people across the area by:

- Attending local community events such as our Children's Storytelling Club at local village fairs, volunteer networking events or festivals and run sessions with the Handling Collection. This will involve talking about specific objects, or groups of objects to tell the story of Grime's Graves. For example, the different stages of flint knapping, or how people used antler to make picks
- Assisting in the delivery of fun and engaging activities and short talks to help interact with people whilst at a stall or community event
- As part of the Handling Collection Volunteer team you will contribute to the upkeep of the handling collection, filling out records after use, caring for the collection and updating FAQ to help the team and our audiences.

What skills, qualities and experience do I need?

We are looking for people who are passionate about our charitable work and have an imaginative, approachable way of interacting with people. You will enjoy chatting with people of all ages and backgrounds and be able to adapt your communication style to suit your audience. You will be happy working independently off-site, and excited to be part of our wider volunteering team.

This role will involve working out in the community across rural areas so you will need to be able to travel to these areas.

What support and training will I receive?

You will be invited to attend a Welcome to English Heritage Induction session, and receive an accompanying Volunteer Handbook. You will also work closely with our staff teams and be allocated a Volunteer Manager to support you in your tasks.

You will receive role-specific training, including:

- How to deliver events and presentations
- Setting up event stalls
- Use of any technological equipment or programmes
- Full training and research on the Handling Collection
- Site-based learning material on the history of Grime's Graves
- Training on Storytelling
- All relevant health and safety considerations and care of Objects.

There will also be the opportunity to take part in further training throughout the year by joining our expert-led field trips. There will also be opportunities to get involved in other on site projects such as a Youth Led Film Project and Stone Age re-enactment days.

What will English Heritage expect from me?

- To be the friendly face of English Heritage and deliver excellent customer service
- To be reliable in attendance and dependable
- Help us maintain the highest standards of presentation at our sites and properties
- To wear English Heritage volunteer uniform where provided
- Help us protect our properties and collections by understanding and following our security and safety procedures
- Maintain good working relationships with staff, other volunteers and members of the public
- Attend appropriate training and learn about the work of English Heritage
- Observe organisational policy and procedures
- Safeguard confidential information about English Heritage and let us know about anything relating to your role or the work of English Heritage that you think might be controversial
- Any documentary or other material (including any copyright applying thereto) you are provided with or created by you in respect of your volunteering will be the property and copyright of English Heritage (unless otherwise agreed in writing).

What can I expect from English Heritage?

- A welcoming and enjoyable experience
- To be treated fairly and with respect
- Recognition and appreciation for your contribution
- A full induction and training programme with on-going support
- A volunteer pass allowing free entry to English Heritage properties is available on completion of 60 hours or four months of regular volunteering
- Reimbursement of reasonable local travel costs between home and volunteering location within agreed limits
- A certificate to demonstrate work carried out for English Heritage is available on request to show future employers or further education providers
- You will be covered by English Heritage's own indemnity arrangements in respect of all liabilities that may result from your appointment as a volunteer.