



ENGLISH HERITAGE

Grime's Graves Youth Engagement & Learning 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 continuing work in community engagement we are looking to recruit a small team of Youth Engagement & Learning Volunteers. This role is instrumental to open the site up to more young people, sharing the story of Grime's Graves with the next generation, and creating exciting opportunities to bring history to life.

How much time will I be expected to give?

This is a flexible role, and the length of each activity will differ depending on 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?

Grime's Graves, Lynford, Thetford, IP26 5DE. This role also includes occasional attendance at off-site events within the local area.

What will I be doing?

The most important aspect of the role is a friendly and inspiring approach to working with Young people. As part of this role you will:

- Facilitate and assist school learning days in collaboration with our site team and Education & Learning team
- Prepare the resources for each Youth Engagement session, including setting up and tidying away
- Support other aspects of the community outreach programme including our Youth Advisory Panel sessions, Stone Age Days and Youth Film Projects
- We are always trying to improve our offer, so evaluating the effectiveness of sessions is an important part of this role.

What skills, qualities and experience do I need?

We are looking for people who are passionate about working with children and young people and communicate in an imaginative and approachable manner. You will have:

- Experience for working with young people
- Flexibility and adaptability
- Excellent communication skills
- Ability to deliver sessions to pupils of all ages and abilities, asking and answering questions
- Ability to work in a team with site staff and volunteers.

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:

- Bespoke training with the Learning and Education team
- Safeguarding young people training
- How to deliver events and presentations
- Setting up event stalls
- Use of any technological equipment or programmes
- All relevant health and safety considerations.

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 40 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.