

Volunteer role description

Title: Visitor, Education and Activity Support Volunteer

Accountability: **Community Engagement Officer**

Hours: As agreed with CEO

Location: Eling Tide Mill, Eling Lane, Eling, SO40 9HF.

Purpose of role:

To support the interpretation of the Eling Tide Mill Experience and add to visitor enjoyment and learning by delivering/leading activities with a range of visitors.

This role is vital in ensuring visitors receive a warm welcome, are engaged, well looked after and have a positive visit.

Co-operate with colleagues to facilitate the smooth running of the Tide Mill, Visitor Centre and External Walks.

You should have excellent communication and interpersonal skills and be able to forward plan and be adaptable.

Role and responsibilities:

1. Lead discovery learning activities with a range of visitors eg families, schools, adults group of children and young people.
2. Support the aims and visions of the ETME.
3. Actively promote the Eling Experience to new and returning visitors.
4. Comply with the Council's Health & Safety policy ensuring that you, your colleagues and visitors' HASAW needs are met.
5. To adhere to the Volunteer agreement, and Volunteer Policy.
6. To participate in the induction and any other relevant training.
7. To comply with, and implement, the Equal Opportunities Policy and procedure, together with all other agreed policies and procedures of the Totton & Eling Town Council.

Helen Robinson
Eling Experience Manager

September 2017