
JARROW HALL EDUCATION VOLUNTEER

JOB TITLE	Education Volunteer
REPORTS TO	Programme Lead (Education) Lead Education Project Officer
LOCATION	Jarrow Hall, Church Bank, NE32 3DY

WHY WE WANT YOU

Jarrow Hall has an incredibly popular educational offer for School Visits. We usually have schools in most weeks and cater mostly for Key Stage Two offering sessions on Anglo-Saxon life and the life of St. Bede. We run for a full day with time on the farm and the Thirlings hall in the morning and then there is a choice of workshops in the afternoon. We also run sessions at St. Pauls' Church should the school wish to select this option. The day is lead by the Education team with school staff also present. The Education team run the activities and engage with the children offering role plays, crafts and hands on activities.

We would love to have volunteers who would like to help run these sessions, preparing resources, setting up and cleaning up after but also shadowing sessions, helping during, and depending upon knowledge and experience delivering to the class. All with support and guidance from staff.

As a volunteer at Jarrow Hall you will be entitled to certain benefits in return for your time. As a key part of the team you will be expected to play a proactive and dynamic role alongside your fellow volunteers and staff to ensure that Jarrow Hall builds and maintains a reputation as one of the finest, most welcoming and best loved venues in the region and beyond.

IS THIS ROLE FOR YOU?

As an Education Volunteer you have the opportunity to make sure that school children and their teachers have a memorable day learning all about Jarrow, the Anglo-Saxons and of course St. Bede. To make the day as informative but fun. This role would be ideally suited to people who:

- Have previous experience of working with children or are looking to develop their experience in this area
- Are looking to gain experience in Museum/Heritage Education
- Are confident communicators, whether this is delivering a story-time for little ones, or explaining and supporting children.
- Are interested in supporting the work of Jarrow Hall and increasing the experiences we can offer our visitors
- Love working in a friendly team with other staff and volunteers

KEY TASKS

Education Volunteer Responsibilities

- Providing a friendly welcome, encouraging children to take part, answering questions they may have, helping deliver the workshops with Education Staff.
- Explaining and demonstrating activities as required and supporting the children in the practical aspects of the crafts if necessary.
- Setting up and tidying away activities as needed
- Keeping activity areas tidy and stocked throughout the day; replenishing materials as required
- Preparing resources for upcoming activities
- Contributing ideas for future programming and activities at Jarrow Hall

General Volunteer Responsibilities

- Demonstrate integrity, honesty, and knowledge to promote our culture, values and mission.
- Keep up to date with events and activities on-site so you can share your knowledge with our visitors and provide a high standard of visitor welcome and care.
- Proactively engage visitors to inform, delight and encourage support as appropriate.
- Deal with any visitor issues efficiently and politely, redirecting as appropriate.
- Be an ambassador for Jarrow Hall, the local area and the UK.

Other Responsibilities

- Accept a minimum of 1 shift per fortnight of 3/4 hours between 09.00 and 16.00 Monday – Friday. Depending upon opening hours and School Holidays.
- Follow all instruction and policy both outlined at induction and introduced in the future.
- Undertake training and development as required across areas including but not limited to historical and site knowledge, safeguarding, health and safety.
- Any other duties as reasonably requested to fulfil the objectives of Jarrow Hall and Groundwork.

PREPARED BY:	C Robertson (Lead Education Project Officer)
DATE:	25/5/21