

CAISTOR ARTS & HERITAGE CENTRE

ROLE – Heritage Volunteer

Role Title	Heritage Volunteer
Purpose	The Heritage is a core aspect of our Centre whose aim is to preserve Caistor District and Wold's past for the future. The tasks are varied from providing research, tours and talks for the public to cataloguing and researching on-line and in the library.
What you could be doing depending upon personal skills and training	<ul style="list-style-type: none"> • Giving guided tours and talks • Organising exhibitions and displays within the Centre • Cataloguing and conservation of artefacts • Providing assistance with genealogical and property (historical) research • Communicating with the public through social networking media • Research Projects • Inputting data
Skills, experience and qualities that would be considered:	<ul style="list-style-type: none"> • Friendliness (smile!) • Ability to interact with customers and visitors • Being part of a team • IT literate (or prepared to undertake training) • Knowledge of Caistor and District's history (or prepared to learn) • Experience in heritage issues
When and where	The Centre is open 7 days a week. Your base will be 28 Plough Hill, Caistor but some tasks will require working "off-site". Volunteering can be flexible.
Support offered	All volunteers over the age of 16 will be covered by our insurance whilst spending time with us. We have a Volunteer Manager who will be your line manager and take care of your induction. Training will be on the premises with members of the Caistor Heritage Trust. Each volunteer will be given our Volunteer Handbook, which contains all of our policies and what you can expect from us and what we expect from you.
What you could get out of it	<ul style="list-style-type: none"> • Meet new people • Learn new skills • Be part of something worthwhile • Help our community • Help secure the future of the Centre • Training opportunities
Other information	Volunteers will need to apply to and be interviewed by our Volunteer Manager and be 16 years old or over. Our aim over time (best practice) is to train all of our volunteers in heritage skills and develop their historical knowledge. Currently we are looking at ways of providing customer service training.
What to do if you're interested	Contact info: T: 01472 859047 ask for Carol Mackenzie email: caistorartsandheritage@gmail.com