

## Volunteer role description Community champion volunteer

### What is a Community champion volunteer?

Fulham Palace has embarked on a £3.8 million restoration scheme, Discovering the Bishop of London's Palace at Fulham, supported by the Heritage Lottery Fund.

The project will restore the iconic Tudor Quadrangle, bring key historic rooms such as the Great Hall back to life, improve access around the botanical gardens and replant historic varieties of plants.

We are creating a new team of Community Champion Volunteers, offering you the opportunity to share your passion about this amazing place! Community Champions will travel within local boroughs to promote the Palace through our new pop-up exhibition about the Restoration Project. They will engage with the local communities providing information about the history of Fulham Palace and facilitating fun and interactive activities for all ages.



<p><b>What's in it for you?</b></p>	<ul style="list-style-type: none"> <li>• A chance to showcase your passion for history and interest in community engagement</li> <li>• Get involved with our Restoration Project (2017-2020)</li> <li>• The opportunity to work proactively and independently within a small, project-based team</li> <li>• Hands-on experience with the set-up, organisation and interpretation of a pop-up exhibition</li> <li>• Develop confidence in engaging and interacting with a diverse audience</li> <li>• Develop your skillset and enhance your CV</li> <li>• Be part of a small and welcoming team</li> <li>• To be involved with a positive and engaging volunteer culture including social events, outings, forums and our volunteer portal - where volunteers are able to contribute blogs posts, sign up to sessions and access all the information you need as a volunteer online</li> </ul>
<p><b>What's involved?</b></p>	<ul style="list-style-type: none"> <li>• The Community Champion Volunteers will travel with a small team, leading/assisting the set-up of the exhibition and promoting the Palace through the interactive exhibition panels and training materials</li> <li>• Introducing a diverse audience to the Palace, its history</li> </ul>

	<p>and the Restoration Project</p> <ul style="list-style-type: none"> <li>• Working independently within a small team and showing a proactive attitude</li> <li>• Facilitating feedback and play activities for children and adults through the exhibition's interactive panels</li> <li>• Promoting the Palace and what we do using promotional materials</li> <li>• Responding to queries and gathering feedback</li> <li>• Being aware of health and safety and manual handling</li> </ul>
<b>This role will suit people who...</b>	<ul style="list-style-type: none"> <li>• Would relish acting as an ambassador for the Palace and its Restoration Project</li> <li>• Can work independently and are well organised</li> <li>• Can provide a friendly face to audiences from various backgrounds</li> <li>• Have a passion for history and the heritage sector</li> <li>• Enjoy proactively engaging with communities through sharing your knowledge in a friendly, fun and accessible manner</li> <li>• Please note you do not need to have prior knowledge of Fulham Palace's history, as there will be training involved in the role</li> </ul>
<b>Availability</b>	<p>For the initial on-site training, weekdays or weekends can be accommodated. The pop-up exhibition will be taken out mostly at weekends, depending on the schedule and location.</p> <p>Any questions can be directed to the Volunteer Development Team by emailing <a href="mailto:volunteer@fulhampalace.org">volunteer@fulhampalace.org</a> or telephoning 020 7751 2433.</p>
<b>Main contact</b>	Kate Kern, Learning and Engagement Manager (LEM)
<b>Training/Resources</b>	<ul style="list-style-type: none"> <li>• The LEM will give you specific briefing and training to begin in your role</li> <li>• Training will initially be on site where you will gain valuable insights into the Visitor Reception and Museum Stewarding roles for an introduction to Fulham Palace. Experience will then focus on the pop-up palace exhibition, its set-up and interpretation.</li> <li>• Full induction including health and safety procedures, fire safety and customer service</li> <li>• Volunteers have an introduction period, this is a settling in time of around 6 weeks</li> <li>• Access to our volunteer's website, the "Volunteer Portal", including a blog, downloadable resources, rota and events page</li> </ul>
<b>Getting to the Palace</b>	<ul style="list-style-type: none"> <li>• The nearest tube station is Putney Bridge</li> <li>• The nearest railway station is Putney</li> <li>• There are several bus stops within walking distance</li> <li>• We reimburse travel expenses up to £8 per session</li> </ul>

<b>What next?</b>	<p>Please get in touch by completing an enquiry form, available at: <a href="http://www.fulhampalace.org/get-involved/volunteer/">http://www.fulhampalace.org/get-involved/volunteer/</a>. If you have any questions you can contact our Volunteer Enquiry Assistants by emailing <a href="mailto:volunteer@fulhampalace.org">volunteer@fulhampalace.org</a> or telephoning 020 7751 2433</p> <p>Potential volunteers will be invited to an informal interview to discuss the role further in person.</p>
<p>Fulham Palace values the involvement of volunteers; they enhance everything we are able to do. We are committed to offering volunteer opportunities of a high standard and welcome feedback.</p>	