

Volunteer Role Description Learning Assistant

What is a Learning Assistant?

Our Learning Assistants support the day to day running of the lively and vibrant learning department at Fulham Palace. From helping classes create Roman mosaics, singing songs with Palace Explorers to demonstrating craft activities at family events there is tonnes to get involved with! Our extensive programme of learning and public engagement perfectly suits those wanting to develop skills for working in learning with children and adults.



<p>What's in it for you?</p>	<ul style="list-style-type: none"> • Experience working behind the scenes within a learning department • Gain hands on experience of how learning activity is developed and delivered in a historic house setting • Be part a small and welcoming team • Develop your skillset across a broad variety of areas to enhance your CV • 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; join in discussions with other volunteers, sign up to sessions and access all the information you need as a volunteer online • A reference when you have volunteered with us regularly for 6 months
<p>What's involved?</p>	<p>Volunteers can engage with the learning team in various capacities according to their interests and availability:</p> <ul style="list-style-type: none"> • Learning Department Administration – public programme development and planning, schools programme admin, finance, research, marketing, etc • Support our Palace Explorers Early Years programme (Monday and Tuesday mornings) • Assist with school workshops • Get involved with resource preparation and delivery of family learning activities at family fun days and other programmed events (such as our

	<p>interactive vegetable trail in the walled garden and Apple Day Celebration event)</p> <ul style="list-style-type: none"> • Assist with planning, set up and delivery of adult learning events and lectures • Support the delivery of learning aspects of the HLF restoration project – Silver Arts Award and youth programming, development of new resources and trails for use in the buildings and grounds, review of schools programme content, delivery of conservation related tours and activities during building works (such as 'sponsor a brick' campaign, live demonstrations and hard hat tours)
This role will suit people who...	<ul style="list-style-type: none"> • Have some experience of working with children and/or young people • Are happy to be DBS checked • Enjoy spending time in a noisy and fast-paced environment • Are proactive and can take ownership of tasks • Will be happy to work independently or as part of a team
Availability	Volunteers are encouraged to make a weekly commitment; however, of course volunteers will have holidays too! Learning activities take place from Monday – Sunday.
Main contact	Kate Kern, Learning and Engagement Manager
Training/Resources	<ul style="list-style-type: none"> • The Learning and Engagement Manager (LEM) will give you specific briefing and training as needed, and in line with your interest areas, and you will also have regular meetings with the LEM to allow you to give and receive feedback about your work • Full induction including health and safety procedures, fire safety and customer service • Volunteers have an introduction period, this is a settling in time of around 6 weeks. At the end of this the Volunteer Development Officer will catch up with you, offering an opportunity for both parties to reflect and make any adjustments to the role that are needed • Access to our volunteer's website, the "Volunteer Portal", including a blog, downloadable resources, rota and events page
Getting to the Palace	<ul style="list-style-type: none"> • The nearest tube station is Putney Bridge • The nearest railway station is Putney • There are several bus stops within walking distance • We reimburse travel expenses up to £8 per session
What next?	Please get in touch by completing an enquiry form, available at:

<http://www.fulhampalace.org/about/volunteer/> and please send your CV along with your enquiry form.

You can also check our FAQs sheet here:

<http://www.fulhampalace.org/wp-content/uploads/2012/03/Volunteering-FAQs.pdf>

If you have any questions you can contact our Volunteer Enquiry Assistants by emailing volunteer@fulhampalace.org or telephoning 020 7751 2433

Potential volunteers will be invited to an informal interview to discuss the role further in person.

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.