

Fulham Palace House & Garden

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! Learning assistants will also develop



their administrative skills from marketing projects to booking systems that keep the programmes running at Fulham Palace. 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 of a small and welcoming team • develop your skillset across a broad variety of areas to enhance your CV • get involved with our positive and engaging volunteer culture including social events, outings, forums and our volunteer portal where you can access all volunteer information online • a reference when you have volunteered with us regularly for 6 months
<p>What's involved?</p>	<ul style="list-style-type: none"> • learning department administration – public programme development and planning, schools programme admin, finance, research and using our booking systems.

	<ul style="list-style-type: none"> • occasionally updating and developing our marketing channels to publicise our exciting events and school programme • 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 (including our green meet and apple day events) • assist with planning, set up and delivery of adult learning events and lectures • support the delivery of learning aspects of the HLF restoration project – Arts Award and youth programming, development of new resources and trails for use in the buildings and grounds, and a review of schools programme content.
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 • graphic designers, those with an art/performance backgrounds and/or those who excel in Photoshop would be desirable • people with a home learning background would also be desirable • all ages welcome
Availability	Volunteers are encouraged to make a weekly commitment; however, of course volunteers will have holidays too! Learning activities take place from Monday to Sunday.
Main contact	Eleni Veltanioti, learning producer
Training and resources	<ul style="list-style-type: none"> • the learning producer 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 learning producer and manager 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

	<p>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</p> <ul style="list-style-type: none"> • 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?	<p>Please get in touch by completing an enquiry form, available at: https://www.fulhampalace.org/get-involved/volunteer-at-fulham-palace/</p> <p>If you have any questions you can contact our volunteer enquiry assistants by emailing volunteer@fulhampalace.org or calling 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>	