

Volunteer role description

Commercial volunteer

What is a commercial volunteer?

Working with the commercial and visitor experience manager and their team you will be assisting on projects that generate vital income for the charity. Working on a wide variety of projects mainly in the early research and planning stages, you will help us develop our ideas for events, retail, and other income generating activities.



<p>What's in it for you?</p>	<ul style="list-style-type: none"> • the opportunity to contribute to interesting and diverse projects using your creativity and initiative • opportunity to contribute fresh ideas or relevant experience • supporting the Palace in achieving its key aims • hands on experience in a heritage/museum setting • being a part of a small, dynamic and dedicated team • 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 • volunteer across multiple roles to enjoy variety, learn more, and gain breadth of experience • references for people who volunteer with us regularly for more than 6 months
<p>What's involved</p>	<ul style="list-style-type: none"> • Responding to questions posed by the team, finding relevant information that will contribute to our planning e.g. <ul style="list-style-type: none"> ○ Online research (e.g. benchmarking an event with others in the local area that are similar) ○ Talking to potential suppliers / partners / businesses and organisations (e.g. researching supplier costs for a potential new product) ○ Considering local community needs and desires (e.g. reporting what action has been taken in response to ideas and feedback provided) • Preparing documents and spreadsheets <p>Whilst support and training will be provided, from time to time, volunteers may work independently or without one-to-one supervision</p>

<p>This role will suit people who...</p>	<ul style="list-style-type: none"> • enjoy looking at things from different perspectives • are enthusiastic about what is possible but grounded in what is realistic • understand financial and logistical limitations of a small organisation • want to see a small charity be sustainable and financially self-sufficient • have aptitude for, or experience in, (commercial) strategy and planning • ideally good with spreadsheets
<p>Availability</p>	<p>Due to the project-based nature of this volunteer role, work can be undertaken remotely but onsite visits would help familiarise yourself with the Palace, its processes and policies. The number of hours per week is flexible but must be agreed in advance.</p> <p>This role has a great deal of cross-over with the public events assistant role and volunteers applying for one may well enjoy applying also for the other. Helping at, or attending, our public events will allow you to witness the results of your contribution.</p>
<p>Main Contact</p>	<p>Rowena Howie, commercial and visitor experience manager</p>
<p>Training/Resources</p>	<ul style="list-style-type: none"> • full induction including health and safety procedures • all new 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; this is 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
<p>Getting to the Palace</p>	<ul style="list-style-type: none"> • the nearest tube station is Putney Bridge • the nearest train station is Putney • there are several bus stops in walking distance • we reimburse travel expenses up to £8 per session
<p>What next?</p>	<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>	