**Collection Care – Haddo House**

**Volunteer Role Description**

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| **Directorate:**  Operations / North East |  |
| **Volunteer Manager**:  Visitor Services Supervisor |
| **Suggested Time Commitment**:  One day per week  Shift basis – regular agreed day and times |
| **Type of role:**  Ongoing – No end date |

**Why do you need me?**

Passionate about history and heritage? Interested in sharing tales with people from all over the world? This could be the perfect opportunity for you! We need your help with taking care of this beautiful house and the collection of wonderful and historically significant objects it houses.

We care for a variety of objects, including an extensive art collection, and need support with implementing collection care procedures that help us preserve the objects for future generations. We are looking for enthusiastic volunteers to get involved with our conservation work and help us engage visitors with our conservation messages. You will also get an opportunity to assist with documentation. This is and rare and exciting opportunity to get involved with hands-on collections care.

**What’s included in the role?**

* Learning about our collections and how / why we care for them
* Conservation cleaning using approved preventive conservation

methods and materials

* Engaging with our visitors to explain our conservation policies and work methods
* Handling collection items and assessing their condition
* Documenting collection items and updating records, including photography and completing record forms as required

**Why should I volunteer in this role?**

This is a fantastic opportunity to gain practical experience in conservation cleaning methods in a heritage environment, to see behind the scenes, and learn new skills. Haddo has a wonderful group of friendly volunteers with various interests. Trust volunteers can attend special events such as training sessions and are recognised for their work through our national thank you programmes.

**Who will I be working with?**

Depending upon the activity, you may be working with a small team of volunteers, or you may be working directly with your volunteer manager. If you need help while volunteering, your volunteer manager or another appointed person will also be around to assist**.**

**Do I need any previous experience for this role?**

In general, you don’t need any specific experience or qualifications to volunteer with us.

For this role, we’re looking for someone who is enthusiastic about the work of the Trust, passionate about its values and objectives, and happy to engage with people of all ages and backgrounds to provide helpful information and ensure our visitors have a great experience.  We are looking for individuals who will be happy to work well in a small team and carry out tasks in front of our visitors; as the role involves handling our precious collection items, it is important you can follow directions and use the correct methods and procedures for different tasks.

We will provide an induction and training for you (all about the Trust, its values and your role) to get started, and we will help you keep learning while you’re volunteering with us including providing free access to the courses in our online e-learning system. You will also receive full training in how to handle and care for our collections on site, with regular refresher sessions.

**Who can volunteer with the Trust?**

We have an Equality and Diversity policy, and our volunteering opportunities are open to anyone to apply. After you apply, we’ll get in touch to arrange an informal chat with you, to help you understand a bit more about the role and see if it’s right for you.

**What if I need some extra help to volunteer?**

Most of our volunteer roles are flexible and can be tailored to meet your needs, although due to the shift pattern for this role, here we’re looking for volunteers who are regularly available at specific times. Our volunteer managers will be happy to discuss any help that you might need to volunteer, including adapting the role or assisting with volunteer expenses, when you first meet up.

**Will you carry out any checks before I can start this role?**

For this role, we don’t carry out reference checks, and you won’t be required to have a criminal record check. If there’s any information you’d like to share with us, you will have the opportunity to do this when completing your application / registration form.

**What’s the next step?**

You can apply online now for this role through our website application portal.

If you would like some extra information before applying, you can contact Claire Russell on 01651 851440 at haddohouse@nts.org.uk

**Last Revision Date**: 17/02/2023