**Collections Care Volunteer – Fyvie Castle**

**Role Description**

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| **Directorate**: North East |  |
| **Volunteer Manager**:  Visitor Services Manager – Fyvie Castle |
| **Suggested Time Commitment**:  Flexible, minimum commitment one day a week/fortnight; 4 hours. |
| **Type of role:**  Ongoing. |

**Why do you need me?**

Set in the heart of Aberdeenshire, Fyvie Castle is an imposing 800-year-old fortress, with an impressive portrait collection. Inside, the rooms are filled with tapestries, antiquities, armour and lavish oil paintings. We are looking for enthusiastic Collections Care Volunteers to assist with the care of our collections and interiors, and to help us ensure that they can be preserved and enjoyed for generations to come.

**What’s included in the role?**

* General collections care, preventive conservation and housekeeping activities such as cleaning, carrying out object audits, organising storage areas and pest management.
* Documenting work and updating records.
* Ensuring the safety of the collection and following conservation principles.
* Ensuring the safety of all volunteers, staff and visitors by following health and safety guidance and carrying a portable radio.
* Assisting visitor enquiries eg. directional support

**Example current volunteer projects:**

* **Books:** (usually between February and April). Our volunteers have an ongoing project of documenting, cleaning and caring for Fyvies extensive collection of books in the Library.
* **Room Information Folders:** We are currently checking, organising and collating the information we hold in paper format and to produce up-to-date electronic copies for the use of our visitor services assistants and volunteers. This project may be of interest to volunteers interested in research.

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

We are a passionate and enthusiastic team who are looking for like-minded people to join us. Whilst learning more about Fyvie Castle and Scottish history, this is an excellent opportunity to develop practical skills and knowledge of Collections Care, and to gain privileged ‘behind the scenes’ access.

Volunteer benefits include

* Volunteer Pass
* Joining part of the NTS community, meeting new people
* 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?**

You’ll be working with the Collections Care Assistant, other Volunteers and Trust employees. When the castle is open to visitors there is a small team of visitor service assistants, management, tearoom and shop staff and volunteers onsite. All staff carry a radio to be able to contact colleagues and a Duty Manager will always be available for assistance.

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

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 and passionate about its values and objectives.
* A good team member.
* Aware, with a respect and understanding of the need for a careful and focused approach whilst working with fragile objects and interiors.
* Able to listen and follow direction, using correct methods and procedures for the task.
* Happy to engage with people of all ages and backgrounds, there may be visitors touring the castle whilst we are at work
* Interested in Fyvie Castle’s history. Passion for our history never goes unmissed by our visitors

We’ll provide an induction and training for you (all about the Trust, its values and your role) to get started, and we’ll help you keep learning while you’re volunteering with us. This includes free access to all the courses in our online e-learning system.

**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.

While we strive to be an inclusive and accessible site, Fyvie Castle has some limited access features. We have detailed access information on our website: [Fyvie Castle accessibility guide | National Trust for Scotland (nts.org.uk)](https://www.nts.org.uk/accessibility/fyvie-castle-accessibility-guide)

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

Most of our volunteer roles are flexible and can be tailored to meet your needs. Our volunteer manager 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 or would like to request an application form be sent to you, you can contact the Visitor Services Manager – Fyvie Castle on [Fyvie@nts.org.uk](mailto:Fyvie@nts.org.uk) or the office on 01651 891266.

**Last Revision Date**: 18.05.25