**Events Volunteer – Fyvie Castle**

**Volunteer Role Description**

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| **Directorate**: North East |  |
| **Volunteer Manager**:  Visitor Services Manager – Fyvie Castle;  Visitor Services Supervisor – Weddings and Events |
| **Suggested Time Commitment**:  Minimum commitment: ad hoc depending on event calendar, weekends essential.  Hours vary depending on the event, day and evenings may be required.  Availability required all year, Monday – Sunday. |
| **Type of role:**  Returning seasonal |

**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 antiquities, armour and lavish oil paintings. Volunteers are invaluable to the safe keeping and preservation of Fyvie Castle. To support our exceeding visitor experience aims we are looking for an Events Volunteer to help with our annual events programme. The events programme runs throughout the year including an annual Easter family event, summer activities and Christmas craft fair. The annual programme also includes weddings and corporate events. Our events programme can take place any day of the week and some events can run into the evening. The successful running of these events is vital to our visitor experience and safe keeping of the castle and its contents.

**What’s included in the role?**

* Providing a warm welcome to all our visitors
* This role involves cash handling, operating a till and processing event admission tickets
* There are administrative duties in this role including processing event statistics and recording data
* Events include both indoors and outdoor activities
* Event set-up including moving tables and chairs and erecting gazebos
* Practical craft opportunities for creating event resources, such as building structures for woodland trails
* Creative opportunities such as designing trails and stories for family experiences
* Assisting at weddings and corporate events, eg. directing visitors and occasionally serving refreshments
* Promoting National Trust for Scotland membership
* 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

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

We are a team of passionate and enthusiastic people who are looking for like-minded people to join our Fyvie Castle team.

Volunteer benefits include

* Volunteer Pass
* Joining part of the NTS community, meeting new people
* Confidence builder offering experience in visitor facing role at a tourist attraction.
* 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 a team of other volunteers and Trust employees. When the castle is open to visitors there is a small team of visitor services assistant, volunteers, supervisors and management onsite. During events a team of staff and volunteers are briefed and given designated roles for events, which can include being stationed independently at an event point. All personnel are also required to carry a radio to be able to contact a Duty Manager at any time for assistance. If you need help while volunteering, your Visitor Services Manager, Duty Manager or Visitor Services Supervisor – Weddings and Events, 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:

* Public facing: happy to engage with people of all ages and backgrounds. You’ll be able to provide clear and helpful information to our visitors and ensure they all have a great experience
* Hands on: This role is varied but at times can be practically and physically demanding, that includes setting up and assisting with events outside and inside.
* Interest 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 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 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 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.

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